

**JOB DESCRIPTION**

**POST: Office Manager**

**REPORTING TO: Head Teacher**

**RESPONSIBLE FOR: Receptionist, Admissions and Attendance Officer and Attendance Officer.**

**Job purpose**

This post holder will be responsible for:

* Ensuring that the Head teacher is fully supported in all aspects of her/his work including confidential matters;
* Advising on compliance with legislation and guidance, for example, DFE, data protection and Freedom of Information Act.
* Supporting and encouraging the school’s ethos and its objectives, policies and procedures.
* Line managing receptionist, and office administration team.

The role is key to the delivery of the school’s strategic vision of teaching and learning.

**Duties**

* To support the Head teacher in an administrative capacity and to carry out all duties required as Personal Assistant, dealing with confidential and sensitive issues.
* Provision of other whole school administrative support, ensuring smooth and high quality running of the school.
* To support with the Head Teacher’s diaries and book all necessary travel arrangements.
* To attend leadership meetings where required and record and circulate accurate minutes.
* Deal with parents/staff and student enquiries and act as link between them and the Head Teacher.
* To undertake administrative duties for the School including data input, output and integrity within SIMS; assessment and reporting; census returns; admissions/leavers; exclusions; timetabling; student details; staff details; and collection of student attainment and assessment records.

**Responsibilities**

* To be responsible for the confidential secretarial and clerical duties relating to all aspects of the Head teacher’s work, including correspondence, policy updates and drafting and compiling confidential documents.
* To provide effective diary management for the head teacher, ensure the efficient and smooth running of meetings and ensure communication to stakeholders is managed and dealt with in a swift and professional manner.
* To provide administrative support to the Assistant Head teachers/Deputy Head for whole school events with other members of staff as directed by the head teacher.
* To liaise with external agencies and provide information required.
* To undertake other tasks as reasonably requested by the Head teacher.

**HR**

* To maintain the HR files ensuring they are up to date and comply with safeguarding regulations and E-ACT, under the guidance of the Regional HR Lead.
* To maintain the Single Central Record to ensure that they are up to date at all times and comply with Ofsted regulations and under the guidance of the Regional HR Lead and System Leader Safeguarding.
* To support with recruitment including ensuring relevant checks are undertaken, for example references, DBS, Prohibition Checks, organising interviews, drafting offer packs under the guidance of the Regional HR Lead.
* To input sickness for all staff within the Academy and run reports as required for the Head Teacher and/ or Regional HR Lead.
* To be the first point of contact for day to day HR matters and to liaise with the Head Teacher and Regional HR Lead where appropriate.
* To assist with the preparation of new staff and their induction process.
* To maintain accurate and up to date staff contact details.

**Communications**

* To lead and run whole school communications including Parent Bulletins, event, trip and parent evening letters, oversee the production of the termly school Newsletter, ensure all communication is proof read and approved.
* To draft high quality correspondence/documents on behalf of the Leadership Team as required.
* To support with the management of the whole school calendar.
* To oversee the school website ensuring it is compliant with statutory requirements and up to date information.

**General Administration**

* To support the School with general administration duties by overseeing the General Administrator/ Receptionist and ensuring that Reception is covering reception where needed.
* To support and co-ordinate day to day site queries and liaise accordingly with the Caretaker and Head Teacher.
* To be a First Aider and point of contact for students.

**Generic Support Staff Responsibilities:**

Be committed to working as part of a cohesive, supportive and forward-thinking team of colleagues with a shared vision designed to:

* To cover the Reception Desk when required with other members of the Administration team
* Place the Academy and its facilities and resources at the heart of the communities it serves
* Model the highest professional and personal standards to staff and students in all aspects of the role, leading by example and upholding the ethos of the Academy
* Ensure that all statutory requirements are met relevant to the role
* Lead, motivate, support, challenge and develop all staff, contributing to providing effective induction, continued professional development and performance management
* Create, maintain and enhance effective working relationships with staff
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear lines of accountability exist in the delegation of tasks and responsibilities
* Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos
* Regularly review own practice and performance, set personal targets and take responsibility for own professional growth
* Manage own workload and that of others to allow for an appropriate work/life balance

*This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.*

*The Regional Directors and Head Teacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.*

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| Print Name: |
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| Head Teacher: |
| Signed: | Date: |
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