

OFFICE MANAGER JOB DESCRIPTION

Post: Office Manager

Grade: SO1 £33, 351 - £34, 341 (FTE) *(negotiable for an exceptional candidate)*

Hours (standard): 36 per week 7am – 3pm/8am-4pm, 41 weeks per year

Responsible to: Executive PA

Job Purpose

To provide operational support across the core administrative, event functions of the school.

Responsibilities / Duties

Supporting Daily Cover

- Assist daily cover requirements for teaching staff; including setting up of cover rota and timetable adjustments liaising with the Data Manager
- Liaise with agencies and agency staff for short-term cover requirements
- Assist with recording all staff absences and staff attendance in compliance with Health & Safety
- Respond to urgent calls for cover during the day
- Produce cover/absence statistics as required.
- Ensure the Enquiries mailbox is monitored and relevant information is delegated to key staff

Admissions

- Assist with all admissions, including new Year 7 Intake and in-year admissions, in consultation with Executive PA
- Assist with arranging annual PVA Admissions Day

Administrate Free School Meal and Pupil Premium Records

- Ensure up to date PP entitlement via annual and ad hoc GIAP interrogation
- Promote the opportunity for FSM to school population on X basis as family circumstances change
- Assist with Pay related queries for students
- Liaise with Finance Manager regarding outstanding fees for trips and lunches

School Communications

- Handle Arbor portals enquires
- Single point of contact for all outbound communications, with the exception of complaints
- Single point of contact for external “Enquiries” distribute to relevant parties
- Ensuring that parental contact remains high, with accurate contact details and engagement
- Update and maintain student records on Arbor

Events Management

- Setting up Parents evenings via Schoolcloud
- Support all external school events – ensuring sufficient cover for relevant functions
- Refine process surrounding school events engaging for feedback to effect improvement.

- Co-ordination of Extra-curricular activity

Pastoral Support to LDYs

- Provide administrative support to the LDYs, as required

Assist with HR processes (SCR / Staff setup)

- Manage co-ordination of staff ID/access control system / key access / laptop provision
- Complete SCR for visitors/contractors

Work as part of the wider administrative team

- Assisting with administrative / student enquiries.
- Provide cover for Attendance Officer critical functions in case of absence and to Reception and Student Services as required
- Assist with maintaining CPD register for all staff
- Catering management – liaise with the Catering Manager on events, student lunches etc.
- Assist the Executive PA and lead on the EVC system for trips
- Assist the Data Manager with Census returns

Line Management Responsibility:

- Receptionist (x2)
- Student Services Receptionist

Additional Duties:

- Carry out other reasonable tasks as directed by the Line Manager or member of the Senior Leadership Team.
- Performing other such duties as are reasonably correspondent with the general character of the post and are commensurate with its level of responsibility.

General:

- This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at any future time and is reviewed annually, to take account of the developing needs of the school.
- The post holder will be expected to work within the schools’ policies and procedures at all times.

Agreement:

Date of review: _____

Signed (post holder): Name (Print):

Signed (Line Manager): Name (Print):

Signed (Headteacher):

Person Specification

	Essential	Desirable
Qualifications / experience	<ul style="list-style-type: none"> • Grade C/5 or above in GCSE English and Maths or equivalent • Experience of working in a school environment 	<ul style="list-style-type: none"> • Further training in areas relevant to this role
Knowledge / Skills	<ul style="list-style-type: none"> • Experience of working as a PA / senior secretary level. • Knowledge of working within an education setting • Competent and confident in the use of IT, including Google and MS Office, together with analysing data. 	<ul style="list-style-type: none"> • Knowledge of school based systems, in particular Arbor and 4Matrix
Personal Attributes & Behaviours	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • High personal standards • Good time-keeping skills • Have excellent organisational skills • Full working knowledge of Microsoft Office and Microsoft Outlook • Ability to prioritise and escalate queries effectively in order to deliver on objectives • Able to use initiative • Positive / can-do attitude • Flexible Approach • Excellent communication skills • Ability to work meticulously and methodically. 	