



# **OFFICE MANAGER**

## **Role Information**

**2022**





# ROLE INFORMATION FOR THE POST OF OFFICE MANAGER

(Grade 8, 37 hours per week 40 weeks per annum (term time plus inset days plus 5 days))

We are currently looking for an Office Manager. This rewarding role has a great deal of variety with ample opportunity for the postholder to use their own initiative and make the role their own. As this post involves a great deal of contact with students, staff, and parents, the successful candidate will have excellent communication and administrative skills.

Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.

## APPLICATION METHOD

**Role Type:** Permanent

**Salary:** £22,428.00 – £24,103.44

(Based on full time salary: Grade 8 Pay point £25,582 – Pay point 15 £27,493)

**Application closing date:** 11.59pm, Wednesday 16 November 2022

**Start Date:** As soon as possible following pre-employment checks.

Please read the person specification for the post and if you think that you meet the requirements and the post offers the challenge and opportunity you are seeking, we would be delighted to hear from you.

Applications can be made by using the application form on the website. Please detail your experience to date and give evidence of how you meet the person specification within the application.

Shortlisted candidates will be contacted by email. If you have not heard from us by Friday 25 November 2022, please assume you have been unsuccessful on this occasion.



<b>Post title:</b>	School Office Manager
<b>Grade:</b>	Grade 8
<b>Job Family:</b>	Business and Public Services
<b>Responsible to:</b>	Headteacher
<b>Hours of work:</b>	37 hours per week  Monday: 8.00am – 4.00pm with 30 minutes for lunch Tuesday: 8.00am - 4.00pm with 30 minutes for lunch Wednesday: 8.00am – 4.00pm with 30 minutes for lunch Thursday: 8.00am – 4.00pm with 30 minutes for lunch Friday: 8.00am – 3.30pm with 30 minutes for lunch
<b>Weeks of contract:</b>	40 weeks per annum (term time plus inset days plus 5 days)
<b>Flexible working:</b>	Flexible working is not available in this post

## Role Description - School Office Manager

### Purpose of the Post

#### To manage the work of the school office ensuring:

- highly effective clerical and administrative support to the school
- an excellent visitor and student reception service
- the efficient handling of telephone calls, emails, postal correspondence and deliveries
- student data and information is kept up-to-date and records are kept in accordance with the School's Records Management Policy
- effective communication with stakeholders
- the provision of a First Aid service to students, staff and visitors

### Key Tasks and Responsibilities

- Acting as Line Manager to School Office staff and Medical Welfare Assistants (First Aid) offering direction, support and guidance when necessary
- To maintain the key areas of the school website
- To keep a calendar of school policies and ensure these are reviewed in a timely manner and displayed on the school website where necessary
- Monitor all incoming and outgoing correspondence and email accounts
- Co-ordinate administrative support to Heads of Year and Heads of Faculty

- Ensure that all telephone enquiries are dealt with in a friendly and efficient manner
- Ensuring that student records are kept up to date and accurate on the school database
- Use a range of office software, including email, spreadsheets and databases. Management and analysis of the data within these systems, producing reports as required
- Developing and maintaining filing systems
- To act as PA to the Headteacher when required
- Administer the schools process for suspensions and arrange exclusion panel meetings
- Attend internal/external meetings where requested, including taking of minutes and organising room bookings and travel arrangements
- Monitor and administer the school complaints process liaising with the Headteacher/SLT as appropriate
- To act as a budget holder for the Staff Social fund and co-ordinate and monitor purchases from this account
- Ensure that all visitors are dealt with promptly, in a friendly, welcoming manner in line with the school ethos
- Ensuring that the reception area is always clean, tidy and welcoming.
- Ensuring the health and safety of visitors with regards to fire and security are maintained.
- To carry out any other duties which may be required by Headteacher, which are commensurate with the responsibility and grading of the post

#### **Line management or supervisory responsibilities (if applicable)**

- Responsible for – School Office staff and Medical Welfare Assistants (First Aid)

#### **Supervision received (if applicable)**

Headteacher

#### **Corporate Responsibilities**

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

## Person Specification

### Experience and Skills - Essential

Evidenced by Application form References Interview

- Ability to input, interpret analyse and report on data
- Experience of working successfully and co-operating as a member of a team
- At least 2 years office experience
- Experience of building good relationships with stakeholders

### Experience and Skills - Desirable

Evidenced by Application form References Interview

- Knowledge of Cloud School (School Information Management System)
- Experience of managing a team
- Worked in a School/academy environment

### Professional Values - Essential

Evidenced by Application form References Interview

- Be sympathetic to the School's ethos and aims and meet the expectations of the school
- Establish and maintain good professional relationships with students, parents and colleagues
- Adopt a flexible approach to working
- Be willing to undertake further training and development, as necessary, in order to enhance service delivery

### Professional Values - Desirable

Evidenced by Application form References Interview

- Demonstrate a willingness to contribute to the life and development of the school

### Knowledge and understanding - Essential

Evidenced by Application form References Interview

- Be confident in the use of Excel, Word, email and databases
- Understand the statutory responsibilities in relation to school administration.
- Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion

### Knowledge and understanding - Desirable

Evidenced by Application form References Interview

- Experience of working in inclusive settings
- Experience of the Google suite of applications e.g. Google Sheets and Google Docs



### **Policies and Procedures - Essential**

Understanding of:

- Equal Opportunity and Disability Equality
- Data Protection
- Health & Safety procedures and safe working practices
- Safeguarding, including Child Protection

### **Qualifications - Essential**

- Grade 4 (C) or above in GCSE Maths or equivalent
- Grade 4 (C) or above in GCSE English or equivalent
- NVQ level 3 in computing related training or significant experience

### **Corporate Competencies – Essential**

- General knowledge and understanding of the requirements of a school environment
- Ability to relate to students aged 11 to 18
- Punctuality and reliability
- Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area
- Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the need for confidentiality and knowledge of data protection principles