



JOB DESCRIPTION	
Job Title	Office Manager
Pay Grade	SO1
Responsible To	Director of Operations
Responsible For	Office Administrative Staff, Reprographics Technician
Date Reviewed	October 2023

PURPOSE OF ROLE

To lead the front office team in the provision of reception, administration and student welfare services.

MAIN RESPONSIBILITIES

- To be responsible for the day-to-day operation and supervise the organisation, functions and efficient running of the College office and reception.
- To be responsible for direct line management, supervision, training and performance management of office staff including Reprographics Technician.
- Ensure front line enquires from all stakeholders whether in person, by telephone or e-mail are attended to without delay and with courtesy in a welcoming and professional manner
- To use IT applications (e.g. Microsoft Office) and databases/spreadsheets effectively to deliver administrative tasks
- Lead the administration and housekeeping of student and staff information on the College MIS (SIMS)
- Manage the complete Admissions cycle for Year 6 into 7, co-ordinating the process with the Local Authority.
- Be the first point of contact for all enquiries in relation to admissions, ensuring that queries are dealt with in a friendly, supportive and swift manner.
- Regularly liaise with and provide current admissions information to the Principal.
- Liaise with colleagues and primary schools regarding the transfer of information from Year 6 to Year 7.



- To be jointly responsible for our annual open evening with our Office Manager, and to be accountable for arranging and facilitating any other Admissions related events.
- Collaborate with the Business Manager to develop and deliver high quality promotion and publications for new parents.
- Provide Year 6 parents/carers with all the information required, keeping the transition info up-to-date and easy to navigate.
- Develop highly effective online systems for applications, information gathering and sharing.
- Input data and extract reports, keeping school information about new and leaving students up-to-date and accurate.
- Maintain accurate waiting lists in all year groups.
- Keep abreast of Admissions legislation, advising the Principal and the Academy Council, by attending the Admissions Committee meetings, of legislation and changes to these locally and nationally to ensure that the school is at all times compliant with requirements.
- Identify and analyse trends, risks, issues and opportunities sharing these with the Principal and, where appropriate, the Academy Council

Corpus Christi Catholic College

W O R K L E A R N P R A Y G R O W



- Co-ordinate all in-year admission applications and arrivals, working closely with the Principal, Office Manager, Assistant Principal in charge of curriculum and relevant Heads of Year to ensure smooth transitions.
- Keep staff informed of new arrivals and leavers, taking into consideration whether there is additional information staff need to support children arriving in-year.
- Manage all aspects of the appeals procedures throughout the year, working closely with the Assistant Principal and attending appeal panels.
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- Lead and Co-ordinate the College's communication system (Edulink)
- Oversee the organisation of college events including liaison with external agencies, communication with parents, consent forms and timetables for appointments (Parents Evenings, Open Days etc.)
- Responsible for the Single Central Register as directed. To ensure visitors are signed in and out and safeguarding requirements are met, including DBS checks and verification of ID.

- As the Senior First-aider oversee the College's Medical room and provision of emergency and routine first aid for students, staff and visitors
- Monitor student usage of the medical room and communicate to the Pastoral Team and if applicable the attendance lead
- To assist in all emergency procedures and undertake the role of Fire Warden. Implementation of Emergency procedures (Fire alarm, bomb scares etc)
- Ensure individual health care plans for high-risk students are prepared, maintained and implemented at all times
- Report all accidents/incidents, in line with legislation appropriately and undertake a regular trend analysis as directed
- Responsible for the updating of key documents-(student planner, open evening documentation etc)
- Attend strategic meetings with the Director of Operations
- Recording of minutes and key actions for whole College strategic meetings and distribute 'All Staff' emails
- To demonstrate a commitment to continuous professional development, and work with colleagues to help improve work organisation and effectiveness
- To ensure promotion and support of Equal Opportunities and Health & Safety with the Colleges.
- To undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the Principal or Director of Operations.
- To have commitment to safeguarding and promoting the well-being of all children in line with school policy and national guidelines.
- To support the distinctive mission, ethos and Catholic character of the College.
- Ensure financial regulations and the principles of "best value" are adhered to in all aspects, including the purchasing of products and services for the College