



## Job Description

<b>Job Title:</b>	<b>School Office Manager</b>
<b>Hours of Work:</b>	<b>8am – 5pm Monday to Friday, 40 hours pw, term time only plus four fixed weeks during school holidays</b>
<b>Reports to:</b>	<b>Deputy Head</b>
<b>Direct Reports:</b>	<b>Receptionists, Student Administrator</b>

### Principal Role

The primary purpose of the post is to ensure the Senior School Office is run efficiently, that an effective, friendly and welcoming Reception service is provided at the Senior School and that all communication with parents, students, staff and governors is to the highest standard. The post holder may also be asked to provide secretarial and administrative support to the wider school team.

### Main Duties

- Being responsible for the day to day running of the school office and wider administrative team.
- Approving, organising and allocating tasks across the team;
- Being responsible for all correspondence passing through the school office, including overseeing and proof-reading all communication to parents via Eltham Post;
- Administering the school calendar;
- Working with Assistant Head (Co-curricular) to undertake administration and associated tasks for co-curricular activities including school trips and clubs;
- Communicating teaching staff cover each morning, and inputting pre-authorized cover;
- Providing administrative support to the wider Senior Team, including diary management and supporting ISI compliance measures;
- Updating iSAMS as required;
- Building strong relationships with all members of the school community and beyond;
- Responding to email communications from parents, staff and outside organisations;
- Drafting and typing correspondence as requested;
- Monitoring stationery requirements for the Office and Reception and re-ordering as necessary;
- Providing Reception cover as required;
- Updating staff pigeonholes;
- Carrying out any other duties in line with the broad responsibilities of the role.

***The post holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to his / her Line Manager or the School's Designated Safeguarding Lead.***