



## TUDOR GRANGE ACADEMY SOLIHULL

### OFFICE MANAGER

#### Job Description

Scale 5 NJC Points 12-17

FTE £26,421 - £28,770

(Actual £25,247.30 - £27,491.95)

Permanent

37 hours per week

43 weeks per year

8.30am – 4.30pm

(Fridays finish at 4.00pm)

### Core Purpose

Our vision is to provide a world-class education which develops the potential of all students, no matter what their starting point.

The aim of the Academy is to maintain high academic outcomes by creating an environment where every child has the desire and the opportunities to reach their academic potential, whilst develop individuals who demonstrate the Tudor Habits and Values and who can navigate the various challenges of life with integrity, morality and kindness.

The Office Manager is a key role in the Academy. The post holder will be responsible for leading the student services team of administrators to support students at the Academy.

### Specific Responsibilities

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.**

- Act in accordance with and in support of the aims and policies of the Academy.

#### Line Management

- Line manage the student services administration team.
- Delegate work to student services staff and manage their workload and output.
- Together with the college leader, carry out appraisals and manage the performance of the student services administration team.
- Ensure adequate staff levels to cover for absences, peaks in workload and work during holiday periods.
- Identify training and development needs of the student services administration team.
- Lead and manage regular student services administration meetings and briefings.
- Quality assure documentation and correspondence – ensuring that all communication is of the highest quality.
- Manage the ordering of administration consumables and to maintain financial records relating to the administration budget

#### Provide support to students and their families.

- Track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the college leader informed as appropriate.
- Maintain student filing systems at the Academy (electronic and hard copies as appropriate).
- Maintain up to date information on the MIS.
- Complete procedures, all paperwork and information relating to detentions for students in the college.
- Act as the first line of contact between the college leader and any phone calls and requests from parents.
- Communicate effectively with students and parents / carers.
- Attend to students who require first aid where necessary.
- Supervise students who attend student services.

- Liaise with the Student Achievement Support Manager and external agencies, as appropriate.
- Manage student attendance for students in the college, including maintaining and updating accurate attendance records on the MIS

**Provide support to senior leaders**

- To take on PA responsibilities for the linked college leader, including organising their diary for all appointments and meetings and providing the college leader with documentation for diary events.
- To provide specific administrative support for the college leader’s strategic responsibilities.
- Produce, disseminate and file all agendas and minutes for meetings involving the college leader as required.

**Support for Academy events**

- Undertake project management of projects / events assigned by the college leader
- Manage the office email account outside of term time.

**Any other duties in support of the Academy as reasonably decided by the Principal.**

<b>Line Manager</b>	Associate Principal / Principal
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