



CHISLEHURST & SIDCUP GRAMMAR SCHOOL

JOB DESCRIPTION

SCHOOL OFFICE MANAGER/HEADTEACHER PA

REPORTING TO Headteacher

HOURS Full Time

GRADING Bexley 11.1-11.4

PURPOSE

1. The primary role of the School Office Manager is to lead and line manage the School Office Team and, by doing so, ensuring these individuals are fully involved in the smooth running of administrative, secretarial and clerical support. The School Office Manager will be proactive, show initiative, and be willing to solve problems. In consultation with the Headteacher, the School Office Manager will facilitate the creation, running and maintenance of the school's key administrative systems.
2. The jobholder will also provide a full PA role to the Headteacher and arrange PA support to Senior Leadership Team when necessary.
3. Management of the Reprographics department, equipment and budget to ensure photocopying, laminating, scanning and binding are completed in an efficient and correct manner for all the staff of the school.
4. Management of the Admissions and Appeals Procedure for casual admissions and secondary transfer pupils.

MAIN RESPONSIBILITIES

1. Full PA duties to Headteacher including full diary management, organising meetings and minute taking.
2. Responsibility for line management of School Office Team, to ensure the efficient delivery of the school's 'Key Administrative, Secretarial and Clerical Support Services' (see below). This requires frequent decisions on a variety of issues that may arise during the day.
3. Exercise judgement to ensure that Senior Leadership Team are supported in their roles and the Headteacher is always fully briefed.
4. Through line management, organise the day-to-day workload of School Office Administrators and Receptionists.
5. Ensure the equitable distribution of identified core duties to School Office Administrators and Receptionists.
6. Organise review processes, able to ascertain current key services, core duties, quality of delivery, and future anticipated demand of School Office services.
7. Undertake key administrative, secretarial and clerical tasks that complement the skill set of the School Office Team.
8. Represent the school management by telephone and through personal contact and correspondence with pupils, parents, Governors, public, suppliers and contractors, LEA.
9. Support Assistant Headteacher in managing the induction of all new staff to cover all aspects of current best practice.
10. Oversee communications both internally and externally via the school website/ internal information screens.
11. Management of in the Reprographics Team to ensure a smooth running Reprographics service to all the staff of the school and maintaining the 7 photocopiers in various areas of the school.
12. Giving advice and guidance to parents on the admission procedure and appeals procedure for admission to the school. Preparing paperwork for appeals and communicating with the Appeals Section at the Borough to arrange an Independent Appeal Panel. Train selected staff to advise on appeals and admissions.
13. Manage Administrative procedures including DfES and LEA returns etc
14. Maintain confidential staffing records.
15. Ensure DBS checks for the school are carried out in line with current safeguarding procedures and that the register is maintained.
16. Maintain pupil records and operate procedures dealing with admissions, withdrawals, transfers, health issues etc.
17. Manage relationships with suppliers and contractors, including estimates, requisitions and contractual arrangements. Negotiation of contracts for photocopiers and franking machine.
18. Management of budgets related to the School Office/Reprographics.
19. Any other reasonable request e.g. exam invigilation as and when required.

GENERAL RESPONSIBILITIES

To assist in such duties and activities relating to the general administration of the school and any such duties the Headteacher shall, from time to time, reasonably require.

SCHOOL OFFICE ADMINISTRATOR/RECEPTIONIST CORE DUTIES

The School Office Manager will ensure the equitable distribution of the following core duties to School Office Administrators and Receptionists.

- Assisting and supporting in the work of fellow School Office Administrators and Receptionists.
- Covering the work of fellow School Office Administrators and Receptionists in the case of short term absence.
- Covering the work of the School Attendance Officer and Data Manager in the case of short term absence.
- Dealing with all aspects of internal mail and external post.
- Photocopying; filing; data input; and typing (including minutes and dictation as required).
- Routine correspondence/standard letters/standard reports.
- Communications: answering telephone, responding to emails, making telephone calls, sending emails, taking messages, distributing individual and whole school communications.
- First Aid trained and supervision of the Medical Room as required.
- Resolving basic queries and responding to and dealing with basic enquiries (stakeholders and members of the public).
- Assist at presentations/special events outside School Office hours (*time in lieu or overtime payment granted*).
- Making tea and coffee for visitors and for meetings, and help with hospitality (as required).
- Training fellow colleagues in the routines of the School Office.
- Any other duties that reasonably fall within the remit of any post holders within the School Office.

KEY ADMINISTRATIVE, SECRETARIAL AND CLERICAL SUPPORT SERVICES

The following are deemed to be the key administrative, secretarial and clerical support services **and will be delivered collectively by the combined School Office Team**. These services will be reviewed periodically and amended accordingly:

1. Senior Leadership Team: full secretarial, administrative and clerical support.
2. Middle management: secretarial, administrative and clerical support of Heads of Faculty, Directors of Key Stages, Curriculum Leaders and Heads of Learning.
3. Governors: secretarial, administrative and clerical support as required.
4. Administrative maintenance of school's electronic communications systems (i.e. school website, Managed Learning Environment (MLE), Parent Call, 'Communications CSGS', Parents Gateway, data screens, school diary/calendar, teaching cover arrangements *etc.*).

5. Administration associated with the smooth running of parental meetings, school functions (internal and external), and any other special events (i.e. parents evenings, Speech Days, Sports Day, Sports Dinners, Open Days and Evenings etc.).
6. Maintenance of School Information and Management System (SIMS) (all non-finance modules used by school).
7. Maintenance of all other electronic databases/paper based filing systems.
8. Routine correspondence, reports and returns (as directed by Headteacher and SLT).
9. Admission, Transition, Transfer and Leaving Arrangements.
10. Production/updating/maintenance of school publications and major documents (i.e. school magazine, options booklets, school prospectuses, staff handbook, pupil planners, updating and drafting school policies, weekly staff and pastoral bulletins, parental newsletter etc.).
11. Administration associated with, Beginning Teachers, NQTs, GTPs, Student Teachers etc.
12. Administration associated with surveys, and statistical and other returns.
13. Pupil data systems (including assessment, recording and reporting)
14. 16+ Admissions process.
15. UCAS process.
16. References: staff and pupils.
17. Administration associated with internal and external examinations.
18. Administration associated with Specialist Status.
19. Assistance (as required) with pupil attendance administration: including the maintenance of registers and absences through the SIMS attendance module/school database.
20. Special Education Needs administration: routine secretarial and clerical support associated with this area, including statementing procedures.
21. Administration and organization of school/sports photographs.
22. Routine administration associated with Careers and Work Related Learning.
23. Pupil health and wellbeing: supervision of the Medical Room, first aid as required, dispensing of medicines notified by home, emergency contact, clerical work (forms, records etc.), organization of medical and dental inspections, travel passes etc.
24. Organisation of efficient, welcoming and courteous public and pupil reception.
25. Organisation and maintenance of staffroom notice boards.
26. Any other reasonable request e.g. exam invigilation as and when required.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.