



Office Manager Job Description

School Vision

We believe a great values driven education has the power to transform futures. Every student who joins us will receive the very best education and will be prepared to take their place in the world with confidence, purpose, enthusiasm and strength of character. Our shared Christian values of Love, Co-operation, Stewardship, Respect and Service permeate all the work undertaken in college. Students are encouraged to recognise the importance of education in their own fulfilment as individuals.

Employment Details

Table with 2 columns: Job Title, Reports to (Job Title), Type of Position, Hours of work, Level and Scale Point, Job Overview. Includes details for Office Manager position, reporting to Principal's PA, permanent, 40 hours per week, and salary range E1 £24,611 – E4 £27,304.

Main Duties / Responsibilities

Office Manager

- 1. Ensure the administrative and clerical tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.
2. Line managing the office staff team and supporting them in all areas of their work.
3. Managing all aspects of the School reception service including greeting visitors and answering phones.
4. Receive all work into the office, determine priorities and complete task or delegate duties to office staff, as appropriate, ensuring deadlines are achieved.
5. Comply with the requirements of health and safety, GDPR, Safeguarding, other relevant legislation and school policies.
6. Dealing with parent queries – deciding which action needs to be taken and by whom.
7. Maintain confidentiality and discretion at all times.
8. Maintaining high and professional standards as the front line to the school
9. Organise the immunisation programme for students and the school photographer programme.
10. Be First Aid trained to deal with student and staff incidents.



Promotion of School Values

1. To contribute to whole school events as and when required
2. To support and contribute to the School's commitment to safeguarding all students. All schools in the Good Shepherd Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at Christ's College are expected to share this commitment.
3. To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
4. To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

A great deal of information and work dealt with is, of necessity, confidential and it is important that none of this information is disclosed to any unauthorised person, and that it is dealt with discreetly and with integrity.

Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.

Person Specification

Specification	Essential	Desirable
Qualifications/Training	GCSE grade C or above or equivalent in English and Maths	ITQ Level 2 qualification or equivalent NVQ Level 3 in Business Administration First Aid at Work certificate
Experience	Demonstrable experience of running a busy office and supporting the staff within it. Experience of performing all aspects of administration at a senior level. Experience of planning and coordinating tasks in line with diary management Experience of using MS Word and Excel to produce a range of professional documents	Significant experience of a similar role in education Team Leading / Line Management Experience of using a Management Information system Experience of using MS PowerPoint to a high standard
Knowledge/Skills	Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality Work under pressure and meet deadlines whilst still being polite and respectful. Use a solution focussed approach.	Knowledge and experience of whole school procedures, organisation and structure Experience of Arbor software



	<p>Excellent ICT skills, including Google and MSOffice</p> <p>Excellent organisational and multi-tasking skills</p> <p>Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people</p> <p>Willingness to learn and develop new skills</p>	
<p>Personal Qualities</p>	<p>Commitment to the provision and improvement of quality service provision</p> <p>Friendly and approachable.</p> <p>Set consistently high expectations of self and others</p> <p>Ability to be flexible and adaptable if required</p> <p>Able to deal with conflict with tact and diplomacy</p> <p>A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills</p> <p>Resilient and determined to achieve goals and targets set by Senior Leadership</p> <p>Commitment to the highest standards of child protection and safeguarding</p>	

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the College. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Christ's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role.



Christ's College Guildford



The GST is a multi-academy trust serving [24 schools](#) within the Diocese of Guildford across Surrey and Hampshire. Our trust comprises both primary and secondary schools, schools affiliated to the Church of England and others who are not. Our purpose is to grow and maintain a strong network of schools within a highly supportive and sharing network: we know that schools are better when they work together sharing common values and goals. Opportunities for staff development are a key priority for us - as a member of support staff, as a teacher, as a head teacher or as a local committee member you will have access to wide and varied professional development.

We are working hard to become a more diverse organisation – which is key to our commitment “to be better, together, to ensure an ambitious education for every child in every school every day”. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit. We are always open to discussing flexible working options.

Please note that we reserve the right to interview on application should a suitable candidate apply and we have the right to withdraw this advert prior to the closing date. You are therefore strongly encouraged to apply for the role as soon as possible.