



## STONE LODGE SCHOOL

### Job Description

<b>Role:</b>	Office Manager
<b>Grade/Salary:</b>	Grade 7 £26,291 - £30,249 pa Full time equivalent (actual salary £24,200 - £27,843pa)
<b>Responsible to:</b>	PA to Head Teacher
<b>Working Hours:</b>	37hrs per week, 42 weeks per year (term-time plus 5 INSET days, plus 10 additional days)

#### Main purpose

To lead, operate, maintain and develop the administrative procedures and systems of the school, in co-operation with the Senior Leadership Team.

Manage the effective running of the school's reception and administration functions by prioritising, identifying and implementing best practices and organisational efficiencies.

The Office Manager will be line managed by the Head's PA and will have direct line management responsibility of the school office team.

#### Specific Duties:

- To manage the running of the school office in order to facilitate the smooth functioning of the school's administration on a day-to-day basis
- To ensure the school office is appropriately staffed during lunch and holidays times
- To oversee a first-class reception service including the efficient and courteous management of incoming telephone calls and visitors in line with child protection regulations and school policy
- Ensure that the day-to-day management of the school's MIS (SIMS) is accurate and precise
- To monitor and develop procedures and systems of administration and communication
- To take responsibility for professional development and upskilling, both of your own and the office staff, keeping up to date with research and development related to school efficiency
- To ensure all office staff are cross-trained on various duties to allow sufficient cover in the case of absence or sickness
- In conjunction with the Head Teacher's PA - oversee any mailings or communications to parents/carers, along with the correspondence and documentation relating to school functions and events such as Awards evenings, Open Evenings, Transition and Parents' evenings, etc
- Manage the school admissions and appeals processes including the migration of data as necessary for whole school, using SIMS
- To ensure that student filing is completed quickly and efficiently
- To support operations with administration for whole-school events
- Safeguarding – oversee entry/exit procedures to/from the school for all staff, students, parents, carers and visitors.
- Producing reports as required by key stakeholders

#### General Duties:

To work flexibly, undertaking tasks as directed, commensurate with the grade of the post

- To participate in the Performance Management process and undertake any training commensurate with the post.
- To participate in training and other learning activities as required and to attend relevant meetings to ensure one's own continuing professional development.

#### Other duties :

- You may be required to work additional hours in order to meet the needs of the school, for example Open Evenings. Time Off In Lieu or overtime payments will be made for any such hours.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Office</li> <li>• School specific software- ability to produce a range of documents and reports, (SIMS), and other databases</li> <li>• Strong communications skills, both written and oral (students, parents, staff, external partner organisations)</li> <li>• School admissions and appeals procedures</li> </ul>	Essential Essential  Essential  Essential
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent in a Business Administration or similar</li> <li>• Educated to A level or equivalent with GCSE grade A*-C in English and Maths</li> </ul>	Desirable  Essential
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems</li> <li>• An ability to work with minimal supervision and direction as well as multi-tasking and using initiative.</li> <li>• Flexible, adaptable and positive approach to working with changing priorities, providing support to others at short notice</li> <li>• Experience of supervising staff and delegating duties</li> <li>• Able to form close working relationships with the stakeholders at all levels</li> <li>• Ability to provide excellent service to parents and other external customers.</li> <li>• Understanding of Data Protection and a commitment to a high standard of professional confidentiality to <b>all</b> information and situations.</li> <li>• Ability to investigate methodically and respond to complex queries and anomalies when required</li> <li>• Ability to monitor and process accurate administrative records.</li> <li>• Awareness of and commitment to safeguarding children</li> </ul>	Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.*