
JOB DESCRIPTION

JOB TITLE: Office Manager

Purpose:	To oversee the smooth running of the administrative operation in school, liaising with the Business Manager, Head's PA and Operations Manager.
Reporting to:	Business Manager
Responsible for:	Reception, Cover, Reprographics and admin assistants/apprentice
Liaising with:	Business Manager, SLT members, Head's PA, Operations Manager, Support Staff team members, Teachers, parents, students, external agencies, LA
Working Time:	37 hours a week Term time only Plus additional 10 days holiday working
Salary/Grade:	Scale 7 Point 20 to 25 £26,446 to £30,095 per annum (£23,177 - £26,375 pro rata)
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	October 2022

MAIN (CORE) DUTIES	
<p>The specific duties and responsibilities pertaining to the PA to the Headteacher are to be read in conjunction with the School's Personnel handbook and related policies and protocols which should be complied with at all times.</p>	
Support for Staff	<ul style="list-style-type: none"> • To line manage Reception, Reprographic and Cover staff, as well as any Business apprentices and administrators including completion of annual staff appraisals. • To be responsible for the smooth and effective running of the Reception area. • Ensure there is cover amongst the Admin Team in the event of absence. • Book training for new systems that directly affect the Admin Team. • Manage access to School Comms, overseeing any issues – liaising with the Data Manager. • To ensure fire evacuation procedures are updated and followed by admin staff, liaising with the Head's PA, Business and Operations Manager. •
Administration	<ul style="list-style-type: none"> • Provide administrative support to SLT, liaising with the Head's PA as appropriate. • Ensure procedures are followed in all aspects of school administration systems, and pick up and action any gaps in processes. • To ensure Admin JD's of line managed staff are up to date and reflect accurate allocation of duties. • Ensure any documentation sent out is error free, accurate and consistent with school branding. • To support administration during Enrichment Week.
Other related duties	<ul style="list-style-type: none"> • Provide administrative support for curriculum events in Enrichment Week. • Assist the Head's PA, Business and Operations Manager with the planning, roll out and smooth running of school events such as Open Evening and Opening Mornings. • Support the Head's PA with administration of the school's annual Celebration of Success.
Essential Skills & Qualification	<ul style="list-style-type: none"> • Have excellent computer skills (Word, database, Excel) • To undertake to be trained in and to keep abreast of, all developments and skills necessary to execute all the above duties and responsibilities. • To exhibit strong diplomatic skills at all levels. • To ensure high levels of service provision and outstanding quality assurance. • The ability to work smoothly and harmoniously with all members of staff and as required with students and parents. • The ability to work under pressure and remain cheerful and composed at all times. • The ability to understand and apply all aspects of school policy. • Willingness to undertake anything else that may reasonably be asked by the Senior Leadership Team

Essential personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative and with resilience. • Self-motivating with the ability to multi-task • Good interpersonal skills, and the ability to enthuse and motivate others. • Flexible and adaptable. • Discretion and high sensitivity to protocols around confidentiality.
Practical Skills	<ul style="list-style-type: none"> • Ability to communicate with young people and the ability to work with people at all levels in the school. • Able to build constructive relationships with parents and carers • Able to develop and maintain close links and work effectively with staff and agencies beyond the school • Able to gather information and produce reports • Excellent planning and organisational skills and a flexible approach to the management of work. • Excellent communication skills both written and oral. • Ability to prioritise own workload
Staff Development	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process.
<p>EMPLOYEE RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies. • To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. • To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. • To comply with the School's Data Protection Policy and Code of Practice within the service area of the post. • To support the school in meeting its legal requirements for worship. • To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. • Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. 	

