

Job Description

Job Title		OFFICE MANAGER		
Service Area		Secondary School	Function	Administration
Team	Admin	Grade	Scale LBR 7 29-31 Term Time only (+ 2 weeks) 36 Hours p/w	
Reports to:		School Business Manager		
Responsible for:		Day to day support and supervision of Administration team		
Purpose of Job				
<div>1. To lead and develop the whole administration team which provides administrative support for the senior leaders and school teaching school staff. The post holder will contribute to all aspects of the team's functions providing the highest levels of support and challenge to all team roles and the highest level of customer service to the wider school.</div> <div>2. To provide administrative support to the Senior Leadership team, including organisational support for projects involving liaison with staff, students, parents and external providers.</div> <div>3. To lead the office team in providing administrative support for school events including parents' evenings, Open evening and presentation evenings. This will include attendance.</div> <div>4. To oversee the admissions of Year 7 and mid-phase admissions.</div> <div>5. To lead on Jack Petchey Achievements in the school.</div> <div>6. To undertake the maintenance of the school student database and collection of student data. Provide statistical reports of student information as requested. Provide accurate information for various statutory returns and ensuring accurate student data for annual CENSUS return.</div> <div>7. To provide day to day management of School Administration Team, undertake a performance management role for this team and monitor general administrative functions, procedures and be accountable for quality and accuracy.</div> <div>8. To support the Headteacher and Business Manager with administrative tasks.</div>				
Major duties and responsibilities				
<div>1. To be responsible for administration and accuracy of student SIMS computerised database system. Liaise and follow-up with Heads of Year and other members of staff any discrepancies in student data.</div> <div>2. To provide administrative support to the Senior Leadership team, including management of whole school projects and events under their direction.</div> <div>3. To minute meetings as required by members of the SLT</div> <div>4. To ensure the Headteacher has PA support at all times, deputising the Head's PA in her absence.</div> <div>5. To be responsible for the collection of data from students or parents necessary for the accurate maintenance of database and for the provision of student data reports for school purposes.</div>				

6. To be responsible for ensuring the accuracy of the student database for the annual CENSUS return.
7. To provide support to the Business Manager in the administration associated with recruitment of staff.
8. To provide INSET to administrative staff on the SIMs database and associated software such as Parent Pay. Provide INSET to teaching and support staff on retrieving information from database
9. To be responsible for the administration management of the Parent Pay cashless system with regard to school meals, parent accounts and free school meals in a timely manner, ensuring confidentiality and enabling students to purchase food when required.
10. To be responsible for day to day leadership and management of the administration team including the school reception area and undertake performance management, identifying and arranging high level support, challenge and training as appropriate to the school's requirements.
11. To be responsible for overseeing the day to day workload of the administration team, identifying priorities and deadlines in line with agreed office procedures. This will include cover for Sixth Form administration, as necessary.
12. To provide as required and as appropriate, cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.
13. To provide cover for the Senior Cover Supervisor, administering the software to ensure absence of teaching staff (this will require a 7.30am start).
14. To receive all incoming e-mails to the school and admin e-mail addresses and forward to relevant staff members or deal with as appropriate.
15. To be responsible for co-ordination and production of the Staff Handbook ensuring insertion of up-to-date procedures, maintaining an up-to-date staff list and arranging and labeling staff pigeon holes in staff room and post room.
16. To be responsible for overseeing the administration of student admission procedures. Liaising with Heads of Year to provide suitable induction documentation for students admitted mid-term. To ensure accuracy with the student planners and timely ordering.
17. To be responsible for administration of annual Year 6 intake procedures. Liaising with borough admissions department to maintain an accurate and on-going list of students to be admitted in September. Preparation and distribution of information packs to parents. Ensuring Year 6 data entered on SIMs and Parent Pay ready for new academic year.
18. To be responsible for an annual census of parents with regard to the Fair Processing Notice/Data Protection Act and parental permission for data to be passed to the Connexions Service. Arrange for Data Collection Sheets to be sent to the parents of each year group. Make amendments on SIMs when forms are returned.
19. Liaise with the system provider in the event of faults that may occur to the telephone system.
20. To operate computerised systems using standard software applications including those used in the school office including Microsoft Word, Excel, Access and Outlook.

21. To respond to telephone, written and personal enquiries from other staff, parents, the public, other borough employees, suppliers and other professional bodies, taking further action as required.
22. To be responsible for the office filing system and to maintain school archives. To ensure confidential waste is disposed of.
23. To be responsible for supplying and maintenance of office equipment, e.g. photocopier, franking machine etc.
24. Flexibility with the working hours. The post will require some 7.30am starts and some late finishes.
25. While every effort has been made to explain the main duties and responsibilities of the post not every task undertaken may have been identified. Duties may be subject to change from time to time.

Person Specification

L = assessed through application,
reference and evidence

I = assessed at interview

E / D Essential / Desirable

Education to a high level – at least A Level but degree level or equivalent in a relevant skills and knowledge area preferred.	L	I	E
Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and Facility databases).	L	I	E
Relevant qualification in office administration and/or ICT applications or substantial relevant experience	L		E
Experience of running effective administrative, clerical and financial systems.	L	I	E
Evidence of continuing professional development, and willingness to expand levels of responsibility in accordance with the changing needs of the school.	L		E
Willing to work as a member of the team and make a positive contribution to the team's effectiveness	L		E
A record of the ability to create a united, committed and highly effective staff team.	L	I	E
Evidence of the ability to manage and direct others in their work. Evidence of managing change.	L	I	E
Evidence of providing high levels of support and challenge to a team demonstrating an effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.	L		D
High quality interpersonal skills with the ability to communicate effectively and appropriately with people at all levels..		I	E
The ability to follow instructions accurately, but make sound judgments and lead when required.	L		E
The ability to lead, coach and motivate staff within a performance management framework, providing professional development and effectively challenging and managing any underperformance.			E
Familiarity with school administration systems and knowledge of SIMs, Electronic Register Systems and Parent pay or similar cashless management systems.	L		D
Excellent listening skills, literacy skills, numeracy skills and ICT skills (word, excel, internet, email and Facility databases).	L	I	E
Strong interpersonal and oral communication skills.		I	E
Hard working, conscientious and accurate.	L	I	E
Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.		I	E
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education.	L	I	E
Motivation to work with children and young people.	L	I	E
The ability to form and maintain appropriate relationships and personal boundaries with children and young people.		I	E
Emotional resilience in working with young people.		I	E
A commitment to the safeguarding and welfare of all students.			E
Experience of having worked successfully in at least one school.		I	E