

Job description: Office Manager

Location	Meadow Park Academy
Contract term	Permanent
Full time/term time	Full time – 37 hours per week, term time only including inset days, plus 2 weeks in school holidays
Pay range	RG4 SCP 18 to RG4 SCP 22 pro rata
Reporting to	Regional Operations Manager & Headteacher

Job purpose

To be responsible for maintaining pupil data, running admissions, and providing administrative support to the Headteacher, SLT and other staff. To manage and provide support to the Admin Office, in all areas of administration. To provide cover to the front office and acting as the first point of contact for the school community and visitors. Line management of the Receptionist and Lunchtime Supervisors.

Main duties and responsibilities

Admissions

- Manage the admissions process in accordance with statutory requirements and school policies.
- Be responsible for all aspects of Admissions: in-year, new Reception children and transfer of year 6 to secondary schools as well as ensuring the transfer of electronic records to new school for starter and leavers and liaising with Local Authority.
- Organise and distribute packs for new admissions.
- Co-ordinate pupil admission process, ensuring relevant paperwork is in place for Reception and In-year transfer pupils.
- Be responsible for data management. Maintaining an up-to-date computer database and producing all reports and information about the school as required by the DfE, Local Authority and other relevant agencies. This includes the school census three times per academic year.
- Co-ordinate and collect paperwork for new pupil in-take in September and throughout the year, ensuring historic data is collected from previous schools where required.
- Ensure historic data and hard copy files including any SEND and safeguarding issues are sent onto secondary schools and in-year transfer schools when required.
- Close academic year and set up new academic year in MIS and Payments systems.
- Show prospective parents around the school and provide details of the admissions process.
- Support with the organisation of home visits for new Reception children in the summer term.

Reception/Office duties

- Ensure the smooth running of the school office by working closely with the Receptionist.
- Undertake reception duties acting as first point of contact for staff and visitors in response to enquiries either by telephone, email, or face-to-face.



- Ensure that all visitors to the school are authorised and provided with security badges. Ensure all visitors to the school are signed in on arrival and out when leaving the school.
- Ensure that the reception area is covered during core hours.
- Open and distribute incoming mail and emails, following up where required and ensuring an accurate and timely response.
- Distribute information to parents in all forms of appropriate media, i.e., letters, emails etc.
- Lead on and administer First Aid when required to pupils, staff and visitors.
- Ensure the relevant paperwork is in place to administer medication to pupils whilst on school site.
- Maintain stock and supplies for Main Reception.
- Assist with arrangements for school visits and events.
- Assisting in all aspects of the school's administration function as part of the Admin team, with a flexible approach to working within the team and school as a whole, for e.g. providing confidential secretarial support for the SLT.
- Produce documents and letters, some of which will be of a confidential nature, as required.
- Act as main contact during emergencies for visitors and temporary staff for example in the event of a fire evacuation.

Pupil Data

- Work with Deputy Head/SENCO to keep health care plans up to date.
- Update medical alert boards and food allergy boards when required.
- Ensure attendance data is up to date on MIS system and download weekly data to Target Tracker
- Maintain MIS system and complete termly School Census return.
- Promote Free School Meal registration using the online FSM software, ensuring MIS is updated as soon as changes are notified. Carry out checks on FSM eligibility.

Administrative responsibilities & duties

- Handling sensitive and highly confidential material in an appropriate manner.
- Provide good housekeeping of files within the school office and for the Regional Operations Manager and Headteacher.
- Update and communicate lists, information and data as required.
- Update and maintain manual and computerised records/management information systems used by the school.
- Provide administrative support e.g. photocopying, filing, emailing, and completion of routine forms.
- To observe confidentiality and to support the schools endeavour to provide excellent teaching and learning for all students.
- Support with the provision of cover for staff absence, including booking external supply teachers as necessary.

General

- Work closely with Anthem National Team staff as required.
- Demonstrate commitment to and actively promote all school and Trust policies and procedures.
- Demonstrate a willingness to operate within the ethos of the school and to demonstrate the wider values of Anthem.
- Relate well to all members of the school community.
- Ensure promotion and support of Equal Opportunities in line with statutory requirements.



- Carrying out any other reasonable duty as requested by the Headteacher and Regional Operations Manager.

This job description will be supported by the school improvement plan, which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/ national priorities. The Post holder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children's Barred List check and satisfactory references.

Person specification: Office Manager

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Excellent numeracy/literacy skills – GCSE standard in English and Maths essential	✓	
Conversant with Microsoft Office, Microsoft 365, Excel, School IT systems and databases	✓	
Minimum Level 3 administration qualification or equivalent work experience		✓
Paediatric First Aid		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Experience working in a school office/admin environment or in an office environment		✓
Experience of MIS system such as Bromcom, SIMs, Integris	✓	
Competent in the use and application of database/management information system	✓	
Demonstrate effective team working and able to develop co-operative working relationships across the School	✓	
An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds	✓	
Knowledge of using IT systems and packages, in particular Microsoft Office	✓	
Ability to prioritise to ensure that deadlines are met, whilst working under pressure	✓	
Ability to carry out general administrative skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc.	✓	
Ability to compose routine correspondence appropriate to intended audience as well as ability to effectively take minutes of meetings	✓	

Diplomatic approach in dealing with difficult situations	✓	
Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken and written English.	✓	
Ability to prioritise workloads and have excellent time management and organisational skills	✓	
Ability to monitor, control and keep records according to the requirements of the school	✓	
Excellent interpersonal and communication skills	✓	
Ability to establish positive relationships with staff members at all levels	✓	
Able to work effectively with, and command the confidence and respect of, students, parents, teaching staff, senior managers within the school as well as with colleagues in external agencies	✓	
Approachable and empathetic	✓	
Excellent attention to detail	✓	
Ability to adapt quickly to changes in requirements	✓	
Ability to maintain strict confidentiality of information received and processed as part of the job role	✓	
Comfortable and confident in engaging with sensitive students issues	✓	
Quick to adapt and take on new initiatives	✓	
Willing to undertake further training which may be required	✓	
Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion	✓	