



OFFICE MANAGER JOB DESCRIPTION
FULL TIME, PERMANENT
TERM TIME ONLY PLUS 1 WEEK
SALARY: H6

The post holder is required to perform the duties below. S/he will be responsible to the PA to the Principal and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community.

This job description will be reviewed annually and there is an opportunity for performance related incremental enhancement which will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Principal's notice by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school Trust aims, policies and targets:

OFFICE MANAGER JOB DESCRIPTION FULL TIME, PERMANENT
Responsible for: Administration and Reception Team, including Student Healthcare Officer Responsible to: PA to the Principal
Expectations
Core Purpose: <ul style="list-style-type: none">● The effective line management, leadership and organisation of the front office reception administration team, and their workload, ensuring the smooth and effective running of the main office, reception and medical room.● Ensure accurate, timely and effective management and organisation of administration support using all relevant school software and systems.● Manage daily cover for teaching staff and room changes effectively and in a timely manner.● Lead administration of the whole school CPD.● Act as an ambassador for the school, displaying a confident professional manner and appearance at all times.
Duties and Responsibilities
<ul style="list-style-type: none">● Lead the front office reception administration team effectively and efficiently.● Ensure that all staff create a professional and welcoming reception for all visitors, parents and students and all visitor checks are undertaken and in place to monitor entry in and out of school.● Ensure that all staff operate the schools' security, health and safety and safeguarding procedures, ensuring all students, staff and visitors sign in and out on the systems, as appropriate.● Answer telephone calls, queries, correspondence with staff, students, parents and visitors courteously and with sensitivity and confidence at all times, using initiative as required.● Ensure a high level of service is provided to students, staff, visitors and other external stakeholders.● Establish constructive relationships and communication with all staff, other agencies and professional bodies.● Develop a front office reception administration team that delivers and meets the needs of the school.

- Manage and assess the back office function in order to look for improvement and development areas and implement accordingly.
- Oversee the effective running of the medical room and the first aid provision provided.
- Manage the front office reception administration team performance and appraisals, organising objectives, identify specific training needs, hold regular 1:1's and ensure they strive for a high standard and meet deadlines.
- Organise regular team meetings, and ensure that minutes are taken and recorded to a high standard.
- Ensure processes for administering student medication are effectively managed and effectively carried out.
- Manage the whole school email account, responding in a timely and professional manner.
- Use the school database to access data and produce reports as required, following GDPR privacy and confidentiality protocols at all times.
- Ensure all staff are present when a fire drill or evacuation takes place.
- Administration and organisation of school photos, detentions, staff weekly bulletin.
- Support front office reception administration with first aid and trip administration as required.
- Provide backup first aid in the provision of First Aid, providing care as necessary, to any student of staff member injured or ill.
- Lead and facilitate the School Health immunisations programmes, as directed by the public health teams.
- Ensure training courses, as deemed relevant by the PA to Principal, are undertaken and kept up to date.

Teacher Cover

Organise cover when teachers are absent and collate cover work accordingly on a daily basis.

- Report daily staff absences to the Principal.
- Manage and arrange room bookings and changes on a daily basis.
- Liaise with employment agencies for the employment of supply staff for specialised subjects as necessary and reporting back to agencies on the suitability of supply staff, as required.
- Compliance with all safer recruitment criteria when booking supply staff.
- Ensure supply staff have all relevant information required including cover work and safeguarding procedures.
- Approve invoices for supply staff.
- Compile the cover rota and adjust the priorities throughout the year.
- Complete daily and monthly list of staff absences for payroll and the Principal.
- Additional tasks as required by the Principal.

Professional Development

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Be alert to when persistent absence becomes a safeguarding concern and early help may be required

Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary

Promote the safeguarding of all pupils in the school
Additional Duties: Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.
Contacts
<ul style="list-style-type: none"> ● There is frequent contact with teaching staff and parents. ● As part of the support staff team there is also regular contact with other non-teaching staff. ● There is also contact with external organisations and suppliers.
Organisation Chart
Principal → PA to Principal → Office Manager

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

The job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the CEO,COO and Principal