

<b>Title of Post:</b>	Office Manager
<b>Grade:</b>	NJC Grade 6 (scale point 20-22)
<b>Hours:</b>	37 hours per week
<b>Pro-Rata:</b>	Term Time Only
<b>Responsible to:</b>	Leadership Team and Headteacher

This job description and allocation of particular responsibilities may be reviewed following consultation. Such a review will take place as part of the performance management cycle and at any other time on request.

#### **MAIN PURPOSE OF THE JOB:**

- Working as an active part of the Administrative Team, to provide a high quality administrative support to the Leadership Team to ensure the efficient operation of the school
- To be responsible for the marketing, publicity and promotion of the school, its vision and ethos to ensure maximum uptake of places and positive reputation in local community
- To be responsible for the administration for new intake of pupils, in year transfers and pupils moving on to secondary school
- To be responsible for the administration of the recruitment of staff and on-going maintenance of staff data and records

#### **Main Functions**

##### **Administrative support**

- To provide administrative support for the Head of School and Assistant Headteachers, ensuring appropriate administrative procedures are undertaken
- Act as point of contact with the school, screening any routine enquiries, for staff, councillors, parents and others seeking contact with the Leadership Team
- To assist members of the Leadership team in organising their administrative workload, recommending items to be dealt with in order of priority and undertaking routine administration on their behalf. To ensure that the Leadership Team member responds to particular approaches within timescales identified in any agreed priority action list
- To assemble and prepare papers required by the Leadership Team to attend meetings, prepare reports or to reply to requests for information
- Maintaining electronic diaries for Leadership Team members, ensuring that main entries are shared with main school diary as appropriate, appointments are arranged as required and that s/he is adequately briefed on matters to be discussed
- To make travel arrangements for the Leadership Team member and to provide care for his/her visitors, including the provision of refreshments
- To handle all confidential correspondence with discretion
- To arrange meetings, ensuring that all parties involved in such meetings are informed of dates and times and that all agendas, letters, reports and documentation are dispatched in a timely manner.
- To ensure that, when required, meetings are minuted and that matters arising from meetings are dealt with by the appropriate person within agreed timescales
- To draft, as appropriate outgoing correspondence and school documents that are the direct responsibility of the Leadership Team member
- To maintain the Head of School's filing system
- To support the Leadership Team members in the organisation and detailed planning of special events
- To assist the School Community Council with any documentation updates as required and to ensure that relevant documentation and policies are distributed to staff and held centrally on School network system

### **Financial Operations**

- To work in liaison with and under the direction of the Schoolsworks Central Finance Team to support school based financial activity to administer the ordering and processing of the school's goods and services within delegated authorisation limits.
- The management of school trip money and school fund account administration.
- To maximise income generation within the ethos of the school and attend PTA meetings

### **Marketing & Publicity**

- To foster links between the school and the local community in accordance with the ethos of the school
- To take a lead role in the marketing and promotion of the school to develop a positive reputation and image of the school to sustain and improve pupil role numbers and community interaction with the school
- To ensure the school maintains and develops its high positive profile within the local and wider community
- To maintain and develop positive relations with press
- To produce relevant marketing and publicity materials and resources, including the school website, ensuring high service quality standards are maintained
- To produce standard school stationery templates and documents for use throughout the school, including the school handbook, ensuring that high service quality standards are set up in all documents produced

### **Pupil Admissions & Transfers**

- To maintain procedures for the admission and withdrawal of pupils from the school and completion of termly administration sheets
- To liaise with the LA Admissions Department ensuring that all returns are completed and returned within agreed deadlines
- To undertake all administrative matters relating to the exclusion of students
- To deal with general admission enquiries from prospective parents, signposting them to the relevant authority to apply for a place
- To produce admission packs for new pupils, regularly reviewing content to ensure that it meets current data requirements
- To liaise with Early Years staff in the planning and organisation of open days and new entrant sessions, producing invites and notices to parents and ensuring that all documents are produced and provided within given timescales
- To administer the transfer of pupils to secondary school within the agreed time-frame, ensuring that all relevant information and documentation is provided as required
- To promote the LA annual school admission process, ensuring that information is distributed to parents and supporting and assisting parents who have difficulty completing the appropriate application forms online
- To undertake the sending and receiving of CTFs as necessary

### **Personnel Management**

- To be responsible for general personnel matters in consultation with Schoolsworks Academy Trust e.g. production of recruitment packs, administration of recruitment process, and preparation of documentation for new starters, contract variations and staff leavers, issue of general staff notices such as contracts, privacy notices, award notices etc.
- To manage all Safeguarding administration procedures including all checks on new staff: DBS checks, references, membership of relevant professional bodies, medical checks and qualifications and undertake induction training with new staff
- To maintain the Single Central Record and the Disclosure by Association register
- To maintain the Staff Pecuniary Interests Register, ensuring that all staff make an annual declaration and any interests declared are notified, where appropriate to the Trust. Have the register available for annual external audit
- To provide training administration service ensuring that staff training is booked and confirmed as required by the Leadership team and that training records are maintained and updated in SIMS and on file

- Maintain local staff handbook to ensure documentation is kept accurate and up to date, sharing with staff as appropriate
- To maintain confidential staff records, and to ensure that staff records held in the school by others are kept confidential.

### **Whole School Administration**

- To lead the school's administration services, including and line management and appraisal of the Admin Team
- To assist other members of the Administrative Team with any duties required as and when necessary
- To cover the main desk on a daily basis as required
- To hold a First Aid at Work qualification and provide first aid to both adults and children as and when required
- To be a designated fire marshal and be responsible for staff role call in the event of evacuation
- To take an active role in the planning, development and management of the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones
- To be responsible for the general management of the school's administrative computer network and the implementation of appropriate Management Information Systems
- To provide for the preparation and production of all school records and publications as required
- To act as correspondent for the DfE and to provide records and produce returns as required.
- To undertake all activities in line with Downsbrook School's policies and procedures