Office Manager

Job Description

Background

We are looking for an organised and customer focussed Secretary to provide an efficient support service to our village Primary School, situated in beautiful grounds in Albourne.

Part of the Hurst Education Trust, our lovely school is both successful and popular. It is very much part of the village community, with fantastic support from parents, governors, the nearby church and local groups and businesses. We are inclusive in our approach; and strive for excellence for all through the highest standards of teaching and learning.

Salary: £22,594.06 p.a. (£26, 824FTE)

Hours: 37 hours Monday to Friday, Term time only

Closing Date: 27th November 9:00am

Interview Date: 2nd December

Purpose of the job:

To provide a customer focussed reception and efficient support service to ensure the smooth day-to-day running of the school and enable high-quality education to be delivered to meet the needs of all pupils.

Responsible to:

The Headteacher of Albourne CE Primary School.

Duties and responsibilities:

Reception:

- Welcome all visitors to the school-in a professional and courteous manner, ensuring that the experience always leaves a positive impression.
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
- Deal with all queries from parents and pupils, taking messages, dealing with telephone calls and passing these on, in a timely manner, to those relevant.
- Ensure that pupils who arrive/ leave during the course of the day are signed in/ out of school by an appropriate adult in line with safeguarding procedures.
- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary.

- Ensure that any monies from parents are safely accounted for and handed to the Operations Manager or the appropriate organisation.

Office Administration:

- Undertake day to day office duties; including responding as appropriate to telephone and written enquiries.
- Provide secretarial support: correspondence, reports, booklets, notices, minutes, procedures as required.
- Photocopy and collate documents - as and when required by staff.
- Filing.
- Sort and distribute incoming post.
- Preparing outgoing post.
- Filtering and re-directing incoming emails to appropriate staff in a timely manner.
- Send messages to parents as required by other staff.
- In the event of the fire alarm sounding, take out required documents for evacuation i.e. signing in / out registers and register adults.
- Phone appropriate emergency services if required.
- Maintain stationery supplies for general school stock by liaising staff.
- Print Schools award certificates for signature and distribution by the Headteacher.
- To order and receive supplies and equipment for the school.

Administration of clubs:

- Liaise with class teachers/ TAs regarding the running of after school clubs.
- Contact external providers to determine dates, venues, costs and details regarding their provision.
- Obtain copies of Public Liability Insurance from external providers and obtain proof of relevant qualifications and safeguarding compliance.
- Liaise with the Operations Manager regarding the availability of rooms.
- Produce a termly timetable of clubs.
- Produce and distribute information regarding clubs to parents.
- Maintain club registers for each of the providers.

Newsletter and website:

- In conjunction with the Headteacher – write, design and distribute the school newsletter.
- In liaison with the Headteacher maintain and update the school website, including all details in case of emergency closures etc.

Other Duties:

- Undertake the bulk updates of pupil data annually onto Bromcom.
- Update individual pupil data as appropriate.
- Update registers.

- Organise parent consultation information.
- Be the Principal First Aider for the school.
- Administer, record and store medication as the Leader of Managing Medicine which includes controlled medication to pupils as required in keeping with school's policies.
- Maintain and update office noticeboards.
- Liaise with PTA members regarding forthcoming events e.g. organisation of distribution of tickets
- Maintain the school philosophy and ethos, working as part of the school team.
- Adhere to Health & Safety within the guidelines of the Health & Safety Policy.
- Undertake any other duties as may be required in consultation with the Headteacher and Operations Manager.

Albourne CEP School is committed to safeguarding and promoting the welfare of our children and expects all its staff and volunteers to share this commitment. All appointments are subject to pre-employment checks, including an enhanced Disclosure and Barring Service with barred lists check.

Person Specification

Qualifications and experience	Essential / Desirable
Good standard of education - GCSE or equivalent English and Maths Grade 4 or above	E
Excellent literacy skills, i.e., grammar, punctuation, spelling	E
Strong attention to detail.	E
Very good IT skills including word, excel, desktop publishing, managing databases, outlook, mail merge; knowledge of a range of applications	E
Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.	E
Knowledge of management information systems- Bromcom.	D
Experience *of* working in a school environment.	E
Experience of customer-facing role.	E
Completed 3-day First Aid at work qualification.	D
Skills and abilities	
Able to work independently from own initiative and as a part of a team	E
Ability to communicate with a range of people including other staff within the school: governors, pupils, parents and outside agencies.	E
Ability to identify work priorities and managing own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	E
Understanding of and ability to maintain confidentiality.	E
Personal Qualities	
Uphold and demonstrate the school's vision	E
Good people skills, demonstrating sensitivity and tact.	E
Friendly, open, and positive disposition.	E
High professional standards and be a role model of reliability and behaviour.	E
Willingness to participate in further training and developmental opportunities offered by the school to develop professionally.	E
Works well in a team, flexible, and collaborative.	E
Hard-working and conscientious.	E
Able to demonstrate a commitment to equality, diversity, and inclusion.	E