

Blessed Hugh Faringdon Catholic School

Job Description Office Manager

POST HELD

Office Manager

SALARY GRADE OF POST

Grade PO1 Points 28 -31

REPORTING TO

Head of Operations

JOB PURPOSE

Organise and manage administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including coordination and delegation of relevant activities

Main Duties and Responsibilities

Organisation

- Line Management responsibilities where appropriate
- Manage and support staff associated to main office
- Liaise between managers/teaching staff and main office staff
- Hold team meetings with managed staff
- Undertake recruitment/induction/appraisal/training/mentoring for main office staff

Administration

- Oversee and manage daily routine tasks within the main office, for example, Reception, Attendance, Medical Room etc
- Manage manual and computerised information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake word processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Maintain admin and medical room stock and supplies
- Be responsible for completion and submission of statutory returns etc., including those to outside agencies e.g. DfE, Local Authority etc
- Manage staff and student timetable database ensuring that all have access to timetables at the beginning of each academic year
- Manage timetable maintenance for students and staff throughout the school year
- Manage and coordinate administration of school events and trips, for example, immunisation sessions, school photographs, prizegiving, etc. liaising with Senior Leadership Team as necessary

Admissions

- Oversee and organise the management of admissions procedures, in line with School Admission Policy and coordinate with Brighter Futures for Children Admissions Department.
- Manage manual and computerised record/information systems relating to all new students
- Produce reports/information/data as required to the Headteacher and Governing Body relating to the admissions process
- Provide personal, administrative and organisational support to staff for routine year 7 admissions and in year admissions
- Communicate with families throughout the admissions process in a timely and proactive manner
- Liaise and communicate with Local Authority, feeder/ previous schools and parents at key times throughout the admissions process
- Liaise with Local Authority for School Admission Appeal hearings, prepare reports and represent BHFCS along with the Deputy Headteacher at Admission Appeal hearings.

Suspensions

Liaising with the Senior Leadership Group and Pastoral Staff to ensure that the correct procedures are followed at each step:

- Prepare the relevant documentation required for student suspensions, input details on Management Information System, report to Local Authorities and inform school staff
- Prepare the relevant documentation required for student offsite directions and fixed term transfers, input details on the school Management Information System and inform school staff
- Liaise with Clerk to Governors re exclusion / suspension appeals process.

Resources

- Be responsible for the selection and management of admin resources, including management of a budget and regular audit of resources
- Take a lead role in the recruitment of administrative staff and in managing associated employment procedures
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety management of office environment

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the pupils through personal presentation, professional conduct.
- Support and carry out policies and practices to promote positive pupil behaviour and support the "Behaviour for Learning" programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.

- Liaise effectively and sensitively with pupils and parents.
- Attend meetings as appropriate to post.
- Ensure compliance with all statutory Health and Safety requirements.
- To undertake other duties as the Headteacher/Head of Operations may reasonably direct.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service enhanced disclosure certificate.

This post is subject to Level 1 Health and Safety Training.

Qualification and Experience	
Good standard of education. Must be numerate and literate (minimum GCSE or equivalent - Maths & English Grades 5 - 9)	E
Educated to A Level or equivalent	D
Experience of working at supervisory/management level	E
Previous experience of working in a school environment	D
Skills and Abilities	
Good written and oral communication skills	E
Demonstrate an ability to prioritise workload and work in a flexible way to ensure all administration tasks are undertaken as and when required	E
Ability to work independently and as part of an effective team	E
Ability to communicate effectively with young people	E
Good IT skills, particularly MS computer software e.g. Word, Excel, Power-point and Outlook.	E
Knowledge of school specific packages e.g SIMS, classcharts etc	D
Ability to work systematically to ensure all systems/resources are kept up to date with accurate record keeping	E
Other Attributes	
Willing to undertake appropriate training to meet the needs of the job	E
Ability to relate to and promote the ethos of the school	E
Evidence of an interest in working with young people	D
Demonstrate a commitment to safeguarding and a suitability to work with children	E
Flexible approach to duties	E