



JOB DESCRIPTION

1. INTRODUCTION

1.1 NAME OF POST HOLDER:

1.2 Post Title: **School Office Manager**

1.3 Post Purpose: Responsible for overseeing the daily administration of the school office, including line managing administrative staff. Responsible for administrative and organisational processes within the school, maintaining confidentiality at all times.

1.4 Reporting to: The Headteacher

1.5 Liaising with: Leadership team, teaching staff, support staff, students and visitors

1.6 Working Time: Between the hours of 8.00 a.m. and 4.00 p.m.

1.7 Salary/Grade:

1.8 Disclosure level Enhanced

Studley High School Aims & Values:

Studley High School, Warwickshire; a comprehensive school where students of all abilities can develop and thrive as individuals and as part of a community. We encourage all students to understand that belief in oneself, when combined with integrity and 'doing the right things in the right way' will lead to success.

We promote excellence in all that we do so that everyone at Studley High School can support the school aims in:

- Promoting high expectations of all
- Encouraging mutual respect, support and trust so that all can achieve their best
- Maintaining a place where honesty, openness and fairness lead to outstanding relationships
- Developing high levels of self esteem
- Ensuring belief, self-confidence and resilience is celebrated in our students
- Always aiming higher and being ambitious for the future
- Promoting high levels of wellbeing for all
- Developing curious citizens who can communicate effectively and embrace technology
- Demonstrating the Studley Values in their day-to-day experience

It is paramount to the success of students that they are prepared fully for the challenges and opportunities that await them as they move on to post 16 life. We work hard to equip students with the skills and character attributes to thrive and make positive contributions to society. In a world where technology and social dynamics are ever evolving we are committed to preparing students to embrace and adapt to change.

Our values:

**Adaptable | Aspirational | Charitable | Creative | Independent | Mature |
Resilient | Selfless**



2. RESPONSIBILITIES

School Office Manager

- 2.1** Responsible for overseeing the daily administration of the school office, including line managing administrative staff. Responsible for administrative and organisational processes within the school, maintaining confidentiality at all times.

Organisation

- 2.2** Ensure the smooth and effective running of the school office and all administrative and communicative systems including the switchboard
- 2.3** Ensure that all staff create a professional and welcoming reception for all visitors and parents with all visitors complying to the required checks and health and safety processes for entry in and out of the school.
- 2.4** Set priorities and best practice.
- 2.5** Responsible for preparing and producing the Census.

Leadership

- 2.6** Line manage all administrative staff, including reviewing staff performance and carrying out appraisals
- 2.7** Train and develop administrative staff as appropriate
- 2.8** Ensure that all members of the office present, at all times, a positive image of the school to all staff, parents and visitors both internally and externally.
- 2.9** Develop an office team that delivers and meets the needs of the school including providing training for the use of Arbor (School MIS System)

Administration

- 2.10** Manage manual and computerised record/information systems. Proficient use of the schools MIS to assist SLT and school departments.
- 2.11** Analyse and evaluate data/information and product reports/information/data as required
- 2.12** Provide personal, administrative and organisational support to other staff including SLT
- 2.13** Communication including letters, emails and texts in collaboration with staff and following the school calendar.
- 2.14** Prepare and circulate the termly newsletter
- 2.15** Work alongside the Clerk to Governors to maintain and update Studley High School policies.



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3. STAFFING:

- 3.1 To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 3.2 To continue personal development.
- 3.3 To engage actively in the Appraisal process.
- 3.4 To work as a member of a designated team and to contribute positively to effective working relations within the school.

4. COMMUNICATIONS & LIAISON:

- 4.1 To communicate effectively with all staff within the Trust
- 4.2 To follow agreed policies for communications in the school.

5. SCHOOL ETHOS:

- 5.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To support actively the Trust and Studley High School's corporate policies.

To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

To Comply with the Trust GDPR policy

To comply with the Trust Staff Code of Conduct

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

6. COMMITMENT TO SAFEGUARDING CHILDREN:

- 6.1 Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
 - Having awareness of the school safeguarding policy and procedures regarding child protection.
 - Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.
 - Understand and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation, Online Safety and you must adhere to the filtering and monitoring protocols.
 - Report all causes for concern to the Safeguarding team using detailed and accurate information.
 - Ensure the safety of all students in the school learning environment both indoor and outdoor.
 - It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

7. EQUALITIES:

- 7.1 To understand and comply with the Equal Opportunities Policy.
The Trust is committed to the promotion of equal opportunities and diversity.



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8. SIGNATURES:

The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Special Requirements:

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.

Signed
[Associate Staff]

Signed
(Headteacher)

Dated

Dated



Person Specification

Job Title: Office Manager

Method of Assessment (MOA)

AF - Application Form	C - Certificate	I - Interview	T - Work-related task	R - References
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Skills & Aptitudes	Essential	Desirable	How assessed
Excellent communication, IT and organisational skills	✓		AF/T/I/R
Excellent command of written and spoken English	✓		AF/T/I
Excellent oral and written communication skills	✓		AF/T/I
Excellent interpersonal skills	✓		AF/I/R
Excellent organisational and planning skills	✓		AF/I/T
Flexible approach to the needs of the school and ability to work under pressure	✓		AF/I
Experience of maintaining records, using IT systems and paper based methods	✓		AF/I
Ability to prioritise a busy workload to meeting demanding deadlines	✓		AF/I
Accurate and thorough approach.	✓		AF/I
Disposition and personal qualities	Essential	Desirable	How assessed
Able to use initiative	✓		AF/I
Adaptable and flexible	✓		AF/I
Reliable and relates well to adults and students	✓		AF/I
Trustworthy	✓		AF/R/I
The ability to manage time effectively and prioritise work	✓		AF/I/R
Be a successful team player with a "can do" attitude	✓		AF/I/R
Patient, sense of humour and a cheerful disposition	✓		AF/I/R
A commitment to own personal and professional development	✓		AF/I/R



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Ability to work under pressure and meet deadlines with a high level of accuracy and presentation	✓		AF/I/R
Able to work with discretion and confidentiality	✓		AF/I/R
Approachable and confident demeanour	✓		AF/I/R
An understanding of the importance of promoting and safeguarding the welfare of children	✓		AF/I/R
Common sense and initiative	✓		AF/I/R
Positive and proactive approach with the confidence to support new initiatives	✓		AF/I/R
Flexibility to adjust to change and development	✓		AF/I/R
Discretion and sensitivity	✓		AF/I/R
Ability to work as part of a team, building strong working relationships with all colleagues	✓		AF/I/R
Equal Opportunities	Essential	Desirable	How assessed
Commitment to ensuring inclusion, addressing diversity and access	✓		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	✓		AF/I
Experience	Essential	Desirable	How assessed
Experience of working in a school or similar environment		✓	AF
Experience of working with young people		✓	AF
Use of management information systems (eg Arbor, SIMS)		✓	AF/I
Education & Qualifications	Essential	Desirable	How assessed
Basic general education to GCSE (or similar) Grade C or above in English and Maths	✓		AF/C