



Manor High School

Excellence – Inspiration – Resilience – Respect

Copse Close, Oadby, Leicestershire LE2 4FU

Telephone: 0116 271 4941

admin@manorhigh.leics.sch.uk

www.manorhigh.leics.sch.uk

Headteacher: Mr S Greiff

Job Title:	Office Manager
Grade:	6
Full time salary:	£29,269 – £32,076 per annum
Actual Salary:	£27,191 – £29,799 per annum (92.90%)
Hours:	37 hours per week, (92.90%FTE – term time plus four weeks)
Responsible to:	School Business Leader
Responsible for:	Administration Staff, Reprographics Technician and Receptionists

Job Purpose:

- Responsibility for all administrative processes and assist with the planning and development of support services, overseeing the school office and main reception through effective line management of school administrative staff
- Maintain an effective administrative and clerical support service within the school, ensuring that all processes are carried out accurately and efficiently

Key Tasks and Responsibilities:

- To work closely with the School Business Leader to provide support services that deliver and meet the needs of the school
- To lead an effective administrative and clerical support service within the school, ensuring that all processes are carried out accurately and efficiently
- Line management, training and performance management of administration staff members
- To supervise the day-to-day work, allocating work accordingly, of the administrative functions of the school office and reception
- Management of the school's admissions process, to support recruitment and retention of pupils, throughout the year, to ensure a full and viable school
- Liaise with the Assistant Headteacher and Student Support Officer in relation to new intake transition events, to co-ordinate the administration of new and in-year admission applications, ensuring a smooth and supportive transition for all new students and their families
- Manage the school Admissions Policy in line with the DfE guidance and Admissions Code
- Regularly update the schools appeal documents



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- Build positive relations and liaise closely with the Local Authority Admissions Team
- Oversee internal and external communication, ensuring that all communications reflect consistently high standards and an attention to detail
- Manage the school website and social media profiles with clear, engaging, compliant and accessible content
- Oversee the production of publications, such as the school prospectus and student/staff planners
- Develop, collate and edit creative, well-written material for a variety of media such as the website, newsletters, press articles and advertisements
- Planning, delivery and daily management of key school ancillary services, such as school transport, vending and catering
- Work closely with the school IT providers to ensure an up-to-date and well-managed asset management system/equipment inventory, including iPads
- Liaison with the Clerk to Governors and other partners, as necessary
- To be responsible for the school-based policy tracker and ensure that owners are informed of renewal dates in time to put through governors/Trust
- Ensure a courteous reception and visitor management service, in accordance with established health and safety and child protection procedures

General

- To establish constructive relationships and effective communication with all staff and other agencies
- To undertake any other task commensurate with the grade of the post, as directed by the Headteacher

Person Specification – Office Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education up to 'A' Level or equivalent or relevant experience 	<ul style="list-style-type: none"> • Degree • Relevant related qualification • First aid qualification
Experience	<ul style="list-style-type: none"> • Extensive experience of working in an office environment • Experience of managing staff 	<ul style="list-style-type: none"> • Experience of marketing • Experience of school admissions process and management • Experience of working in an education setting • Experience with compliance and policies
Knowledge and skills	<ul style="list-style-type: none"> • Strong organisation skills • Ability to work accurately and to meet deadlines • Demonstrate good verbal and written communication skills • Ability to prioritise workload • Ability to work speedily and efficiently • A demonstrable ability to lead and manage people. • Ability to work independently and as part of a team • Competent IT skills – MS Office Suite • To be flexible, self-motivate and able to maintain a high level of professional integrity • Attention to detail 	<ul style="list-style-type: none"> • Willingness to develop within the role

	<ul style="list-style-type: none"> Ability to build positive relationships with a range of stakeholders 	
Other	<ul style="list-style-type: none"> Understanding of safeguarding issues and ability to follow all Trust procedures relating to this A commitment to the Trust's aims and values Hold positive values and attitudes and adopt high standards of behaviour in a professional role Demonstrable commitment to teamwork and whole Trust improvement integrity 	<ul style="list-style-type: none"> A pro-active record of CPD