

## **Office Manager / Admin Job Description (fixed term Maternity cover)**

**Grade:** JG5

**Responsible To:** Headteacher / Deputy Head / Senior Finance & Operations Officer

### **Main Purpose of the Role**

To be an ambassador for the school when meeting parents and other visitors.

To provide administrative duties to support the efficient day to day running of the school office.

To provide a friendly and positive first point of contact to the school.

To fulfil their job description, and to ensure they have read, understood and follow all safeguarding guidance including the Safeguarding Policy, Keeping Children Safe in Education: Information for all school and college staff (from Working Together document) and the Guidance for Safer Working Practice for Adults who work with Children and Young People.

### **Qualifications and Experience**

- GCSE's in Maths and English.
- NVQ in administration or 2 years' experience in administration
- Good typing skills
- Good interpersonal skills
- Strong organisational skills and the ability to prioritise.

### **Contacts**

- Staff and pupils within the school, including voluntary helpers
- Parents and pupils
- Other public agencies and private contractors providing services and support to the school.

### **Key Duties and Responsibilities**

The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the School Administrator, according to the school's needs.

#### **Reception**

1. Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner and providing hospitality for visitors.
2. To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges
3. To look after the school office and reception area ensuring that they are welcoming and tidy.

## **General administration**

4. To undertake general office duties e.g. telephone calls, emails, ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly; dealing with incoming and outgoing post, maintaining the school diary, coordinating school dinner order, liaising with the kitchen/parents, co-ordination of school visits, collation of invoices etc.

## **Compliance, Data Management and Statutory Returns**

5. To assist with the maintenance and update of the school Management Information System and other online data storage, including producing reports when required.
6. Ensure statutory returns are completed in a timely and accurate manner.

## **Admissions, Attendance and Safeguarding**

7. To support attendance monitoring; follow up on pupil absences daily with parents, liaising with teachers and recording information on the MIS.
8. Administrate user access on Safeguard, GDPR and National College.
9. Maintain the Single Central Record, ensure all statutory safeguarding returns are made in a timely manner (e.g. school employee leaver records);
10. To assist with school admissions administration, under the direction of the School Administrator.
11. To provide admin support to the Headteacher and other teachers, as required.

## **Marketing, publicity and communications:**

12. To update and maintain the school website, prepare newsletter and other publicity, including school social media (Facebook, etc).
13. Support the school's use of Office 365, Teams etc; ensuring there are efficient internal communications.

## **Health and Safety**

14. To act as Appointed Person for first-aid, to be provide first aid support as Emergency First Aid at Work first-aider.
15. To be a fire warden/marshal.

## **GENERAL PROFESSIONAL DUTIES:**

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School as outlined in the school's Safeguarding and Child Protection Policy
2. To recognise health and safety is a responsibility of every employee, to take reasonable care of self, pupils and others and to comply with the school's Health and Safety Policy and any school-specific procedures and rules that apply to this role
3. To respect the confidentiality of personal information, including that of pupils, staff and families, and to ensure the confidentiality of information received.

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required in accordance with the grade of the post. You will be working as part of a small, friendly team and may be asked to provide extra support within the school during busy periods.

## PERSON SPECIFICATION

We are looking for an enthusiastic person with a positive nature who is calm under pressure. They should be a team player who enjoys a mix of routine and ad hoc tasks.

The successful applicant will be positive, responsive, have a flexible attitude to work and be able to communicate easily with colleagues, children and parents and should be fully supportive of the Christian aims and ethos of the school.

Honesty, integrity and confidentiality are essential qualities for the role.

The successful candidate will be supported by the Senior Finance and Operations Officer from the Trust's central team alongside internal school support.

### How your application will be assessed:

(A) – Application (D) Documentary Evidence (I) – Interview

### Qualifications:

- Maths and English equivalent to GCSE A – C (A, D)
- Qualifications in Word, Excel and Microsoft Office (A, D)
- Relevant, successful administrative experience within a busy office environment with the ability to multi-task, work as part of a team and independently (minimum 12 months). (A, I)
- Excellent organisational and communication skills (written and oral), and the ability to demonstrate their use. (A, I)
- Excellent working knowledge of ICT systems including word processing, spreadsheets and presentation software including experience of Office 365, SharePoint and Teams. (A, I)
- Ability to work accurately under pressure without close supervision and to prioritise workload. (A, I)
- Demonstrable experience of managing and producing social media and **updating websites**. (A, I)
- Demonstrable understanding of Safeguarding and Child Protection as it relates to the post of school administrator. (A, I)
- Demonstrable understanding of Health and Safety and First Aid **within a school environment**. (A, I)
- Demonstrable understanding of Data Protection and confidentiality. (A, I)
- Commit to and engage with on-going professional development and performance management. (I)

### Personal Qualities:

- A friendly and positive outlook with a sense of humour. (I)
- A flexible approach to work (I)
- Demonstrable understanding of Human Scale values and ethos (A, I)
- Ability to work under own initiative and a proactive approach (A, I)
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**Desirable skills and experience:**

- Previous experience in a School Office (A/I)
- Specific knowledge of School MIS systems (A)

Kaleidoscope Multi-Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils. The post holder is subject to the provisions of all child protection legislation, recruitment checks, DfE requirements, school level policies and Kaleidoscope's central policies governing staff who work with children.

Central to the planning and systems of Kaleidoscope Multi-Academy Trust are our 5 **C**'s:

1. Our schools are **C**hild-centric (focusing on the whole child)
2. **C**reative and innovative
3. **C**ommunity focused
4. **C**ollaborative but distinctive
5. We have a **C**ulture of high expectations and excellence, striving for and sharing best practice.

*Please Note:* This job description may be amended at any time following consultation between the CEO, Kaleidoscope Trust Board or Senior Leadership staff within a specific school(s) and LGB(s).

**Job Description Acknowledgement**

I have reviewed this job description and understand the duties and responsibilities involved. I am able to perform the essential functions as outlined and other tasks which may be involved. I have discussed any questions that I may have had about this role prior to signing this form.

Employee Signature: ..... Date: .....

Signed (& Initialed) on behalf of school: ..... Date: .....

*Please issue school stamp below if applicable.*