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| Position Title: | **Office Manager** | | |
| Reports to: | **Heads PA/Admin Manager** | Job Profile: | BS9 |
| Department: | **Administration** | PG Number: | PG4009 |
| Location: | **Millom School** | Salary Grade: | **Grade 9**  **£27741-28672** |

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| 1. **JOB PURPOSE:** |
| To manage and be accountable for the school office, reception and administrative staff and functions. |

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| ACCOUNTABILITIES: |
| * Distribution and management of the administrative workload to ensure it is completed in a timely and professional manner taking into account the school calendar. * Continual development of the administrative functions in order to provide the most efficient and effective service for the school as a whole. * Production and update of recommended practices handbook for administration and reception staff. * Maintain accurate systems including SIMS/Go4Schools, SENCO and Safeguarding administrative support, Attendance, and Exclusions modules in SIMS/Go4Schools. * Administration of the ‘cover’ system for teaching staff including booking, allocating lessons and checking timesheets for supply staff in the absence of the Heads PA. * Production of accurate and timely census returns, and other statutory reports and the reporting of data to the LA. * Management of the schools’ central filing system, including computer based records and archive records. * Induction and training of Administrative staff. * Deputising for the Heads PA. * Accident reporting systems. * Produce correspondence, reports and other documents, sometimes of a confidential nature. * Management of the administrative budget allocations giving due regards to the principles of Best Value. |
| **Management & Leadership**   * Management of the administrative staff with due regard to employment and health & safety legislation. * To contribute to the work of the Senior Leadership Team. * Establish the department or teams objectives and priorities to align with and support the schools objectives. * Regularly evaluate the department or teams objectives, plans, procedures and practices, and makes appropriate changes if needed. * Oversee and supervise employees. Direct daily activities, participate in the recruitment process for Administration staff, train, develop and discipline to ensure a high standard of service delivery. |
| **Development**   * Take responsibility for own ongoing personal development and growth of expertise. * Train and develop other employees, for proper succession planning and risk management. * Lead, develop and motivate the school administrative team. * Other duties and responsibilities as requested by the Headteacher |

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| QUALIFICATIONS, EXPERIENCE, & SKILLS: |
| **Qualifications:**  Essential   * Level 3 NVQ or equivalent, or at least 5 years suitable experience * 5+ GCSEs including English and Maths at grade C or above   **Previous Experience:**  Essential   * Significant experience in managing staff teams. * Experience of working with young people in a school or similar environment.   Preferred   * Significant experience in the management and operation of SIMS and of Nova T6 and Microsoft Office programmes * Change management experience.   **Job Specific Skills:**  Essential   * Ability to delegate work, set clear direction and manage workflow. * Strong mentoring and coaching skills. * Ability to train and develop subordinate's skills. * Ability to foster teamwork among team members. * Ability to maintain confidentiality when appropriate. * Excellent written and verbal communication skills. * Excellent interpersonal skills. * Ability to objectively review performance management processes. * Ability to manage conflict e.g. angry parents, in a sensitive manner and within agreed protocols. |

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| JOB DIMENSIONS: | | | | |
| **Managerial & Supervisory Accountability**   * Responsible for the Admin Team including Reception Staff. | | | | |
| **Number of Staff Supervised:** | **Direct Reports:** |  | **Indirect Reports:** |  |
| **Total:** | **TBC** | | |

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| APPROVALS: | | | |
| LINE MANAGER | | Name |  |
| **Signature** |  | **Date** |  |
| HEAD TEACHER | | Name |  |
| **Signature** |  | **Date** |  |
| **EMPLOYEE** | | | |
| **Signature** |  | **Date** |  |