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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:**
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| 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.
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| **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.
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| **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.
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| **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** |  |