



JOB DESCRIPTION

POST	Office Manager /PA to Senior Leadership Team / Exams Officer
Grade	G, Point 12 - £23,778 (41 wks per year) to £26,421 (52 wks per year). Would consider higher grade/point for applicants with a significant level of experience
Weeks per Year	Negotiable from 41 to 52 weeks - Holidays to be taken during school holidays. (Must be able to attend on results day in late August)
Hours per weeks	37 Hours per week (Monday –Thursday 8.30am – 4.30pm; Friday 8.30 -4:00pm)
RESPONSIBLE TO	Headteacher/ Deputy Head / Senior Leadership Team
Closing date	Tuesday 7th May 2024 @ 12pm

Purpose of job

To lead, manage, develop and provide a wide range of administrative services to support the effective inclusion and achievement of all pupils.

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school

Leadership

- Line manage all administrative staff, including reviewing staff performance and carrying out appraisals
- Train and develop administrative staff as appropriate
- Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
- Develop an office team that delivers and meets the needs of the school
- Take all decisions in line with the vision and values of the school, and encourage others to do the same

Principal responsibilities

- To be responsible for providing administrative and organisational support to the leadership team and the governing board.
- To work closely with the School Finance Manager and HR & Manager with all matters relating to finance, pupils, parents/carers and staffing to ensure consistency and continuity and an ongoing high level of service.
- To be responsible for ensuring Child Protection and the welfare and well-being of all children in our care. Liaising with parents/carers, staff, pupils and a range of professionals.



- To manage the suspension process, including letter, transport and contacting.
- To undertake reception duties, including responding as first point of contact for professionals and answering telephone calls and dealing with visitors as required.
- Ensure that the reception area is presented to visitors in a positive manner.
- To prepare analysis of data and evaluative reports for the Leadership Team, Governors, Headteacher and SIP.
- To be the Fire Evacuation Lead for the admin team.
- Provide general wellbeing support to pupils as required, contacting parents/carers as necessary when requested by a member of the senior leadership team.
- Responsibility as School First Aider and delegated by Headteacher to administer medication as required by Individual Pupil Care Plans following the whole school agreed procedures.
- To provide secretarial and administrative support to the Leadership Team. These duties to include typing review reports, letters and associated documents; arranging meeting dates and all administrative tasks associated with pre-admissions, post admissions, interim and annual reviews and other meetings.
- To assist the school administrative support in preparing and producing school documentation to include newsletters, staff handbook and school brochure.
- To manage the student files so that they are fit for purpose.
- To organise and manage the school archive.
- Manage the provision of Free School Meals.
- As required assist the School Administrative Support with general office duties to include the logging of school post, ensuring it is mailed, receiving and replying to emails.

Exams Officer

1. Make all estimated entries and actual entries into exams for all children as appropriate – deadline - usually February.
2. Entering access arrangements for all children taking exams.
3. Generate candidate and ULN numbers.
4. Receive the exams, maintain them securely and submit the papers once completed.
5. Prepare an exam timetable for pupils, staff, parents etc.
6. Organise the rooms for the exams etc
7. Lead on the annual exam inspection from JCQ.
8. Results – Review and collate results and distribute certificates and deal with any grade queries/remarks.
9. Management of SATs/Phonics/Times tables check for Primary – including Head Teacher declarations etc.