



Parklands High School: An Academy

Learn, Respect, Aspire, Achieve

Job Title	Office Manager
Responsible to	Line Manager – School Business Manager
Responsible for	Admin Support Team

Hours of Work: 37 hours per week Term Time

Monday to Thursday 8.15 am - 4.30 pm with a 45-minute unpaid lunch break and
Friday 8.15 am to 3.45 pm with a 30-minute unpaid lunch break.

Safeguarding	To report all information and concerns to the Designated Safeguarding Leader. This should be completed promptly, factually, and in line with the school's confidentiality requirements.
Health and Safety	To comply with the school's Health and Safety Policy and report all information and concerns to the designated representative. This should be completed promptly.

Job Description

Post title: Office Manager

Grade: 5 SCP: 6 - 11

PURPOSE OF ROLE:

To manage the administration of the school office.

To coordinate all Governor elections and maintain Governor records.

To carry out the role of lead first aider.

To provide administrative assistance to the Headteacher.

CORE TASKS:

Office Manager

- To be responsible for the efficient running of the school office and delegate tasks to designated staff as appropriate.
- To lead the liaison with middle and senior leaders in delegating admin tasks to appropriate members of the support staff team.
- Line management of admin/reception staff.
- To cover for any absences on reception.
- Be responsible for the overseeing of visitors to the school premises and that reception staff are trained in regards to this.
- Ensure that pupil registers/staff lists are up to date and taken to the emergency evacuation point in the event of a fire/other emergencies which requires the school to be evacuated.
- Ensure that all letters, forms, programmes etc., are of high standard before being posted or emailed out.
- Supervise the distribution of all incoming mail and deliveries.
- Monitor the admin@email inbox and distribute emails to the relevant member of staff.
- Monitor the schools' portal inbox and distribute emails to the relevant member of staff.
- Responsible for inputting the Y7 data collection sheets into SIMS.
- Ensure the school office complies with the General Data Protection Regulation.
- Responsible for authorising and submitting the appropriate order form to the accounts@email inbox for all school office stationery.
- Responsible for crediting the franking machine and ordering inks.
- Responsible for the efficient carrying out of all general office duties, including reception and pupil/staff information.

First Aid and Wellbeing

- Overall responsibility for all first aid in school.
- Deal quickly and calmly with any emergencies giving accurate information to the emergency services.
- Manage training for all staff re Epipen training; asthma training and first aid training.
- Responsible for buying and checking all first aid packs for trips etc., including inhalers.
- Ensure monthly checks of the defibrillator machines; first aid kits and pupil medication trays have been undertaken.
- Organise health checks for staff at the beginning of the academic year.
- Responsible for arranging staff wellbeing refreshments.

Governors

- Maintain up to date records of the names, addresses and category of governing board members and their term of office.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors.
- Responsible for ensuring the governing body section on the website is up to date.
- Liaise with the Network Manager to ensure the governor email addresses are up to date.
- Organise the election process for all parent governor and staff governor vacancies.

Headteacher Duties

- Contribute to the delivery of an effective high-quality administration service liaising with staff, parents, the local community and other agencies on behalf of the Headteacher.
- To provide an efficient and confidential admin and secretarial service to the Headteacher, including arranging school travel requirements for the Headteacher to meetings and courses.
- Be the point of contact for the Headteacher, dealing with all third parties and taking all calls relating to the Headteacher. To use judgement to deal with visitors to the Headteacher who arrive without appointments and possibly redirect these to other SLT staff.
- Manage verbal and written communications on behalf of and in conjunction with the Headteacher, ensuring the highest quality presentation of documents which should reflect the school's ethos.
- Receive post in all matters relating to the Headteacher and draft letters to staff/parents and all other school stakeholders.
- To open all school mail directed to the Headteacher and ensure the timely dispatch of all outgoing correspondence.
- To check the schools' portal each day and forward relevant items to the Headteacher.
- Send any emails/letters as required by the Headteacher and SLT.
- To oversee events and receptions under the direction of the Headteacher. To provide reception and hospitality for the visitors meeting with the Headteacher.
- Arrange refreshments for both weekly SLT meetings and governors' meetings.
- Liaise with the Local Authority and Headteacher regarding term dates.

Miscellaneous Duties

- To liaise with the Careers Leader to arrange Open Evening flowers, food, invites for Governors etc.
- At the beginning of the academic year send email via Edulink to all parent/carers to update any medical/phone/ address etc.
- Order wreaths for Remembrance Day and for Battlefields.