



Job Description OFFICE MANAGER

Mission statement

We are a community living and growing in the Catholic faith. The life and teachings of Jesus Christ are the foundation of all that we undertake. We expect all the members of our community to:

- be responsible citizens upholding Gospel values in our society
- contribute to providing the best possible education for all
- work together, valuing and nurturing all relationships
- maintain an environment that allows all individuals to flourish and enjoy their education
- honour the aims and purposes of the College.

In this way we are Serving God and Striving for Excellence in everything we do.

1. MAIN PURPOSE OF JOB

- Office Manager: managing the office team and resources to ensure that they are effectively supporting the school, including line management and supervision of administrative staff. Income generation through after-school and holiday lettings, and school PR. First point of contact for queries to the Senior Leadership Team (SLT) and ensuring queries are sent to the relevant SLT lead for a response.
- Leading HR functions across the following areas - Employee Relations; Recruitment; Performance Management; Absence Management; whilst driving best practice and ensuring compliance with all College procedures, policies and employment legislation.
- Responsible for Health and Safety compliance across the school.
- Support and administration of all Governors' meetings.
- Contribute to the overall ethos/ work/ aims of the school in meeting the needs of the students.

2. MAIN RESPONSIBILITIES

Office Manager Responsibilities

- Managing the office resources to ensure that they are effectively administered and that the office functions efficiently and reliably.
- Design and implement policies and procedures for effective running of the office.
- SIMS Systems Manager – responsible for reporting from the SIMS database, SIMS backups, and working with the Data Manager regarding Assessment and Monitoring sessions, production of tracking sheets, formatting of staff information
- Line management and performance management of all administrative staff.
- School Lettings – leading on income-generation of after-school and holiday lettings, and main point of contact for current and prospective lettings.
- First point of contact for queries to the Senior Leadership Team (SLT) and ensuring queries are sent to the relevant SLT lead for a response.

Human Resources Responsibilities

- To coordinate all aspects of the interview process from advert to offer.
- Responsible for all new starter paperwork, maintaining personnel files, and maintaining accurate bank of job descriptions and person specifications.
- Managing leavers, ensuring that all relevant parties are notified, leaver acknowledgement letters are sent and exit interviews are arranged.
- Responsible for the tracking and maintaining absence management, including undertaking all 'Return to Work Interviews' for staff returning from sickness absence.
- Liaising with the schools HR provider.
- Keeps abreast of general HR trends, with particular emphasis on employment and education legislation, to ensure HR procedures and policies are created, updated and communicated effectively to all employees.
- Ensures accurate HR corporate data and documentation - org charts, promotions, changes in reporting lines, starters/ leavers, contracts, offer letters, letters changing terms of employment, visas and working permits, etc - are produced, tracked, maintained and communicated to Payroll, as well as employees are correctly and promptly informed of any relevant changes in regards to their pay.
- Managing the Single Central Record, ensuring compliance with all College procedures, policies, legislation and ensuring Ofsted compliance.
- Manage all Disclosure and Barring Service applications, renewals and queries.

Health and Safety Responsibilities

- Liaise closely with the Site Manager over all aspects of Health and Safety.
- Keep abreast of Health and Safety regulations, liaising with RBKC H&S team.
- Attend weekly Premises meetings with the Headteacher, Bursar and Site Manager.
- Prepare and revise as necessary the college Health and Safety Policy documentation.
- Organise regular health and safety inspections of the whole site and report findings.
- Monitor the progress of the above and following up points for action.
- Carry out regular fire warden checks of the site.
- Ensure all those who use computers for more than 2 hours per day as part of their jobs have had a DSE assessment.
- Ensure there is an adequate number of trained first-aiders on site and draw up the rota of their availability.
- Check at regular intervals the contents of first aid boxes around the site and order first aid materials.
- Draft and up-date as necessary the school emergency evacuation plan.
- Prepare contents of emergency evacuation bags.
- Provide as necessary training for all staff so their actions and omissions do not impact adversely on the health and safety of others.
- Liaise with the borough Health and Safety officers
- Work with the Health and Safety representative of the adjoining primary school.
- Check that all monitoring systems for: electrical, water, asbestos and fire safety are in place.
- Encourage all staff to complete risk assessments on their work areas and practices and complete on-line interactive training packages.
- Oversee PAT testing and inclusion on the asset register of relevant items with colleagues.
- Oversee procedures for reporting accidents and 'near-misses'.

Governors' meetings - support and administration

- Provide effective administrative support to the governing body and its committees by taking minutes at meetings, and ensuring papers are circulated.
- Seek advice from specialists on behalf of the governing body on queries or legal matters.
- Governors' meetings take place after school therefore some flexibility in working hours is required.

3. OTHER DUTIES AND RESPONSIBILITIES

- Deputise for the Cover Coordinator, in the event of absence of the Cover Coordinator.
- Undertake such other duties as the Headteacher from time to time may direct.

You are:

- expected to be conscientious and loyal to the aims and objectives of the School;
- required to preserve and develop the Catholic character of the School;
- to have regard to the Catholic character of the School and not to do anything in any way detrimental or prejudicial to the interests of the same.

If required, You are to instruct and/or supervise instruction in the Holy Scriptures and the Doctrines of the Catholic Church in accordance with the principles, and subject to the discipline, thereof to the satisfaction of the Diocesan Religious Inspector, or other appointed representatives of the Diocesan Bishop, at the time or times appointed for religious instruction, such children as are entrusted to You and to be present at such religious examinations of the children as may be directed to be held by the Governing Body.

This is a description of the main duties and responsibilities of the post at the date of production. This job description is not necessarily a comprehensive definition of the post. The duties may change over time or following appointment, depending on the strengths and experience of the post holder. The job description will be reviewed at appraisal and may be subject to modification or amendment at any time, after consultation with the holder of the post.