



**St Ralph
Sherwin**
Catholic Multi Academy Trust

St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Office Manager

St George's Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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| Grade/Salary: | Band 4, SCP 11-17 |
| Contract Type: | Full-time, Permanent |
| Hours: | 37 hours per week, 39 weeks per year |
| Location: | St George's Catholic Voluntary Academy, Uplands Avenue, Littleover, Derby |

St. George's Catholic Voluntary Academy, part of the St Ralph Sherwin Catholic Academy Trust is a larger than average sized primary academy situated in Littleover, Derby. We have approximately 350 children on roll between Foundation Stage 2 and Year 6.

We have a passionate and dedicated staff team, who are committed to providing an outstanding education for the children. We are currently a 'Good' school that could be judged to be 'Outstanding' in the next inspection. In March 2023, Ofsted noted that, 'Leaders care about their staff. One member of staff stated: 'Morale is very high and we all work really well together. I'm really happy to come to school.'

All applicants must be committed to promoting the Catholic ethos of the academy and Trust and inspire this in both staff and children.

We can offer:

- Enthusiastic, caring and positive children
- A supportive staff team
- Friendly, hardworking staff and governors engaging well in moving our academy towards becoming 'Outstanding'.
- Supportive parents and a highly motivated Governing body.
- A well-resourced, happy and inclusive academy.



Your responsibilities

To support the Senior Leadership Team in the administration of the school

- To provide and oversee the administrative functions of the school.
- To promote the ethos of the school in communicating with children, staff, parents, governors and visitors.
- To provide a positive image of the school in accordance with the mission statement.
- To provide and oversee an excellent reception service for the school including operating the telephone system, welcoming and directing visitors and acting as a central information point.

Organisation

- Undertake all reception duties, answering routine telephone and face to face enquiries and signing visitors in and out.
- Manage the work stream of all members of the admin team
- Assist with pupil first aid/welfare duties, liaise with parents, staff etc.
- To oversee the ordering and receiving of resources for the school.
- To assist with booking and arranging educational visits and trips.

Administration

- Provide routine clerical support e.g. maintaining databases, pupil records/files, scanning, responding to emails and completion of routine paperwork.
- To take the lead in the maintenance of manual and computerised pupil records e.g. ParentMail, Arbor.
- Undertake and oversee the routine administration e.g. registers, school meals.
- Support the needs of the teaching staff as and when required under the direction of the Headteacher.
- Oversee the administration and distribution of reports and other routine communication to parents.
- Distribute letters/notes/flyers/newsletters/texts to parents.
- Ensure that parents and carers are aware of procedures for claiming free school/paid meals, ensure safe collection, correct handling and recording of dinner monies.
- Be accountable for the accurate completion of parent contact details and details pertaining to pupil collection arrangements.
- Assist with home time arrangements and dismissal of children who are not collected.
- Undertake and oversee administrative procedures relating to the school roll, admissions, appeals and withdrawals.

Resources

- Distribution and storage of supplies
- Collect and record dinner/trip money



Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Be aware of and support the equal opportunities policy.
- Contribute positively to the overall ethos of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development.

What are we looking for?

- Excellent attention to detail
- Excellent literacy and numeracy skills
- Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems
- Ability to use relevant office equipment effectively
- Ability to plan, organise and prioritise
- Understanding of data protection and confidentiality
- Understanding of safeguarding
- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Embraces change well
- Deals with difficult situations effectively
- Working in an office environment (preferably with school experience)
- Organising, leading and motivating other staff
- Developing, managing and operating clerical/administrative/financial and organisational systems
- Managing staff
- Working with children or young people
- Managing school finances and budgets
- Analysing and evaluating data

The Office Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.