



## St Ursula's Convent School Office Manager Job Description

Responsible to: School Business Manager  
Responsible for: Administration Assistants  
Functional links with teaching staff, LA staff, governors and parents

### Main purpose of the job

- To provide secretarial support to the leadership group
- To manage the provision of secretarial and administrative support to the teaching staff

### Duties and responsibilities

1. All members of staff have a responsibility for the safeguarding and promoting of the welfare of children. All staff in their behaviour and what they say, have a responsibility to be appropriate and respectful towards students; students have an equal responsibility to be appropriate and respectful towards staff.
2. To provide a secretarial service including minute taking
3. To operate administrative procedures including DfE and LA returns (iTrent sickness absence return, statutory census returns)
4. To be responsible for the efficient running of the school office and delegate tasks to designated staff as appropriate.
5. Be responsible for the efficient carrying out of all general office duties, including reception, switchboard and pupil information.
6. To lead the liaison with middle and senior leaders in delegating administrative tasks to appropriate members of the support staff team
7. Be responsible for the work, training and development of the school office staff.
8. To line manage administrative staff by
  - leading and distributing work
  - ensuring appropriate training
  - carrying out appraisals
  - ensuring office duties are carried out to deadline.
9. Provide refreshments for staff meetings as appropriate.
10. Deal quickly and calmly with any emergencies giving accurate information to the emergency services when required.
11. Be responsible for ensuring that all pupil data is entered on the school database and that such records are up to date and completely accurate.
12. To maintain pupil records and operate procedures for dealing with roll withdrawals, transfer, health issues, parental contact etc.
13. Be responsible for the distribution of all incoming mail and deliveries.
14. Supervise the recording of outgoing post.
15. Ensure that the School Office complies with the Data Protection Act.
16. Be responsible for the authorising and ordering school office stationery and stamps.
17. Deputise for the Cover Co-ordinator in their absence.
18. To be responsible for the day to day administration of medicines to students.

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| <ul style="list-style-type: none"><li>19. To be a first aider and act as first aid supervisor, maintaining adequate first aid supplies and first aid records and accident books</li><li>20. To have due regard to the school's Health and Safety policy and the provisions of the Health and Safety at Work legislation</li><li>21. To have due regard to the council's Equal Opportunities policies</li><li>22. To undertake any other responsibilities which the Head Teacher may reasonably require.</li></ul>                                       |
| <b>Resources: General office equipment</b>  |
| <b>Job Activities:</b> <ul style="list-style-type: none"><li>• To have responsibility for all the activities of the school office</li><li>• To make independent decisions as issues arise</li><li>• To operate office and IT equipment, systems and programmes including WP and SIMS</li><li>• To represent the school management with a range of stakeholders, the public, external agencies and organisations</li><li>• To exercise judgements to ensure the SLT are supported in their roles and the Head Teacher is always fully briefed.</li></ul> |
| <div>Signed by:</div> <div>Post holder:<br/>Line Manager:<br/>Date:</div>   |