



West Hatch High School

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Office Manager

**37 hours per week Monday, Wednesday, Thursday and Friday 8am to 4pm and
Tuesday 8am to 3.30pm**

42 weeks per year (Term time plus 3 weeks holiday working and 1 week CPD)

Scale 7, points 19 - 24 - £29,777 - £33,024 (pro rata + £988 Fringe)

Actual Salary £28,381 - £31,377

Required September 2024

We are seeking to appoint an Office Manager, who is highly organised, motivated, and enthusiastic and can work well under pressure to come and join our friendly, hardworking team.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- Banked cover/TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff,
- Minimal marking expectations,
- Additional CPD day to allow staff to mark mock internal examinations,
- All our teachers are provided with laptops and staff are welcome to work where and when they wish outside of school hours,
- We offer a significant number of paid development opportunities within departments and also across the school.

For more detailed information, please see the additional information pack.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing date: Monday 16th September 2024 at 12pm

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.



JOB DESCRIPTION Office Manager

Responsible to: Headteacher

Line Manager: Headteacher

Responsible for: Admin Office Team

Purpose of Post: To ensure provision of a high level of administrative and clerical support to meet the needs of staff, parents, Governors and pupils. To be responsible for the day to day management of the school office.

Main Duties and Responsibilities:

- To plan, allocate and monitor the workload of the office ensuring all staff carry out their duties efficiently and to a high standard and distribute responsibilities during Admin Team absences.
- To line manage the Admin Support Team and be responsible for their professional development and undertake Appraisals.
- To be responsible for the school's Work Experience programme.
- To conduct regular team meetings and identify and implement working practices which will promote a positive working environment.
- To be responsible for stationery, Teacher Planners and staff diaries.
- To oversee central log of medical incidents on Evolve.
- To establish and ensure maintenance of accurate filing systems, both manual and computerised.
- To utilise and maintain the schools messaging service (PS Connect).
- To implement a database of standard letters/forms to ensure schoolwide consistency and to ensure their use by all staff.
- To organise pupil/year group photographs.
- To assist with administration for timetables, including the allocation of students to classes and maintaining changes during the year.
- To provide administration support for the Deputy Headteachers.
- To deal with complex queries and difficult callers/visitors referred from Reception as required.
- To promote a positive image of the school in the community.
- To ensure that the School's Archive policy is implemented.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.
- Effective time management and planning

To work flexibly, undertaking tasks as directed, commensurate with the grade of the post. The Admin Office is key to the smooth running of the school and the expectation is that at times of pressure or staff absence all members of the team will for example, cover reception, distribute post or assist colleagues to ensure the minimum disruption to staff and pupils.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.

PERSON SPECIFICATION

Office Manager

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy school office environment Educated to NVQ Level 4 or equivalent
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information

Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others