



WOOLWICH POLYTECHNIC SCHOOL FOR BOYS

JOB DESCRIPTION

Post: Office Manager (Full Time)

Reporting to: School Business Manager

Purpose of the job:

To be responsible to the School Business Manager for organising and directing the work of the school office. To line manage members of the Office Team. In particular, support staff are expected to participate fully in the school's endeavour to improve teaching and learning within the school. To observe confidentiality at all times.

Specifically

Administration

1. To manage the running of the school office in order to facilitate the smooth functioning of the school's administration on a day-to-day basis
2. To be responsible for the effective management and deployment of the office team.
3. To manage the production of all school correspondence in accordance with laid down procedures.
4. To ensure the school office and reception is appropriately staffed during lunch and holidays times
5. To oversee administration of attendance letters to staff on a termly and annual basis
6. To support operations with administration for whole-school events
7. To oversee the administration of the annual Prize Givings.
8. To oversee the production and distribution of pupil reports for Academic Review Days.
9. Ensure that the day-to-day management of the school's MIS (Bromcom) is accurate and precise.
10. To monitor and develop procedures and systems of administration and communication.
11. To take responsibility for professional development and upskilling, both of your own and the office staff, keeping up to date with research and development related to school efficiency.
12. To ensure all office staff are cross-trained on various duties to allow sufficient cover in the case of absence or sickness
13. To be first aid trained
14. To deal with telephone enquiries, referring to other staff in school as appropriate
15. To deal with enquires from a wide range of people (including staff, pupils, parents, visitors and external agencies) by telephone, letter and in person.

HR

16. Reporting to the School Business Manager your key accountabilities will include:
- To provide a professional, efficient, confidential and proactive HR support service in liaison with the Trust HR Team and the School Business Manager.
 - Co-ordinate the advertisement of vacancies, to both internal and external candidates, including working with external partners to publicise available roles
 - To work with the School Business Manager to develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with hiring managers where appropriate
 - Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage
 - To oversee the preparing material for interviews, including collating interview questions and developing tasks
 - Ensure safer recruitment procedures are followed
 - To ensure that eligibility for employment and references/health/social media checks are undertaken for all new staff
 - Manage and review the school's DBS checking process, ensuring compliance with requirements and efficiency is achieved
 - To ensure that all new staff receive an induction pack
 - To ensure that all new staff attend mandatory training as per the Trust's guidelines and all new members of staff are aware of the Trust's policies and where they are stored
 - Maintain and manage the Single Central Register in line with current guidelines
 - Monitor probationary periods for support staff and ensure that probationary reviews are carried out at the correct time
 - To support with the transition to electronic record keeping and provide strong leadership around HR files, compliance and best practice
 - Manage statutory returns e.g. workforce census
 - Ensure compliance with the General Data Protection Regulations and Data Protection Act at all times
 - Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
 - Maintain the school's database programme to an accurate and current level
 - Ensure all data required by the DfE is held in an established programme
 - Provide Workforce Data File on the annual Work Force Census Day
 - To keep an accurate record of staff absence
 - To be responsible for producing managing sickness absence reports for SLT
 - To be responsible for the onboarding process for Academy Committee Members in line with current guidelines

Personnel

17. To line manage the office staff and carry out regular line management meetings.
18. To undertake performance management reviews of members of the team in accordance with published schedule.
19. Advise on professional development needs.



20. To be responsible for induction procedures within the school office.

General

21. To administer First Aid.
22. To receive and welcome visitors to the school. At all times to deal sensitively with pupils and parents.
23. In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislations.
24. In dealing with members of the school's community to be mindful, at all times, of the school's and the Council's Equal Opportunities policies.
25. To undertake other clerical duties as required and which are commensurate with the level of responsibility of the postholder.

/AMC
Oct 2024



Selection Criteria

Office Manager

1. A minimum of three years experience of working in a professional environment.
2. To be able to lead a team.
3. To promote teamwork within the administration team and motivate staff to ensure effective working relationships.
4. A flexible and responsive approach to changing priorities and demands of office tasks.
5. Ability to prioritise work, to act on own initiative, to work under pressure and to meet deadlines.
6. Excellent inter-personal and organisational skills.
7. Ability to communicate both orally and in writing with pupils, staff, parents and officers at all levels in outside organisations.
8. To hold a relevant first aid qualification or a willingness to be trained.
9. Proven experience of high quality secretarial skills and a good working knowledge of Microsoft Office Suite and use of internet to research information. The ability to interrogate a pupil information system.
10. Willingness to attend training courses to enhance development and performance.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All shortlisted candidates will be subject to a social media check in line with the new Keeping Children Safe in Education (KCSIE) 2022 legislation