



EQUA Mead Learning Trust

School Support Staff

Job Profile

Salary :	£27,254 – 28,598 per annum pro rata	Grade F
Job Title :	Office Supervisor	
Main Job Purpose :	To personally provide a secretarial service, and to supervise administrative and clerical support to the school.	

Main Duties	
1.	Oversee Reception, ensuring that visitors and callers are dealt with in accordance with school procedures.
2.	Provide a professional and confidential secretarial service for the school including word processing of correspondence, reports, publications and other documents as required.
3.	Supervise administrative processes eg regarding dealing with incoming and outgoing mail, timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events and outings, medical and dental visits, stock control and ordering of office stationery and consumables. To certify accounts for payment.
4.	Supervise and manage the office staff ensuring appropriate delegation and prioritisation of work. Participate in the recruitment, appointment and induction of new clerical staff in accordance with the needs of the school.
6.	Ensure that all data on SIMS and other school records and files remain up-to-date and all information retained meets the Data Protection legislative requirements. To ensure back-up systems for all electronic data and information systems are maintained.
7.	Undertake recruitment and personnel administration, including completion of staffing forms, monthly payroll reconciliation, liaising with Education Personnel as appropriate and maintaining staff files, ensuring confidentiality with regard to such records. Field pay queries, and liaise with the Payroll service.
8.	Undertake the necessary administration associated with the School's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately. Maintain pupil records appropriately ensuring confidentiality with such records.
9.	To be responsible for the maintenance of electronic and manual records including completion of returns, reports and statistics as required by the LEA and/or other third parties. To maintain at all times the utmost confidentiality with regard to such records.

Main Duties	
10.	Organise and maintain the Head Teacher's diary, arranging appointments and liaising with the Head Teacher regularly to follow up on external and internal communications. Arrange meetings.
Main Duties : Optional Clauses	
1.	Arrange for supply teaching cover in accordance with the School's needs, including the necessary arrangements for employment checks, payment and maintaining records.
2.	Act as a school cheque signatory and undertake the associated signatory responsibility.
3.	Liaise with the School's Examination Officer to ensure all aspects of examination administration is undertaken appropriately by the office team.

Supervision and Management
The jobholder has regular supervisory responsibility for up to 5 staff.

Creativity and Innovation (i.e. Problem Solving)
The jobholder contributes to the development of new operational policies regarding administration methods, office security practices etc; compiles reports, and provides holding responses to callers/visitors to the school in the absence of the Head Teacher/ members of the school management team.

Key Contacts And Relationships	
Office Manager, Head Teacher, Other members of the school management team, office staff.	Routine information relating to telephone messages received, meetings arranged, appointments made, incoming/outgoing mail, visitors arriving etc.
New and existing reception/admin staff joining the school.	Explanations relating to receptionist and administrative duties and responsibilities.
Office Manager, Head Teacher, Other members of the school management team.	Providing updates to itineraries, updates on lettings, arrangements, messages received, holding responses provided, urgent messages.

Head Teacher, members of the school management team, teachers.	Providing information relating to the administration of timetables, registers and absences, school meals administration, school events and outings.
Other staff, visitors to the school, callers, parents.	Dealing with sensitive staff issues, complaints etc. raised by parents, visitors, Governors or other school contacts.

Decision Making

The jobholder decides on the organisation of the work of the office, devising programmes of work for all clerical and administrative staff. The jobholder may make recommendations in the form of draft letters on behalf of the head teacher/members of the school management team.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment

The jobholder may encounter some interruptions to their activities, but these would normally be within the same identifiable area of work and would relate to their usual duties and responsibilities.

The job entails high usage of IT equipment. There is contact with members of the public, visitors to the school, contract staff, and students etc.

Knowledge and Skills

The jobholder needs a good standard of practical knowledge and skills in secretarial support, the control of a range of office processes and the supervision of staff.