



## Job Description

**Job Title: Post 16 Office Manager**

**Reporting to: Head of Post 16 Centre**

**Grade: 8**

### **Overall purpose of the post:**

To provide efficient and effective administrative support to the Head of the Centre in all aspects of their role.

To manage the administrative functions in the Post 16 Centre.

### **Main duties and responsibilities:**

- Be an active member of the Senior Leadership Team and attend and contribute to all meetings;
- Line management of the centre's administrative department, including attendance and performance management;
- Liaise and communicate regularly with the Head of the Centre and Finance Manager to ensure that budget setting accurately reflects the Centre development plans and operational needs;
- To manage an effective administration service to pupils, staff and parents including greeting visitors, vetting incoming calls and emails;
- Administrative support including minute taking, preparation of reports and students/parents letters and maintaining relevant filing systems;
- Management of the general administration letters, including letters to students and parents following each Praising Stars cycle;
- Liaise with the appropriate external agencies to ensure effective running of the Post 16 Centre including Catering and PFI companies;
- Work with the Head of Centre and Business Manager to ensure OGAT policies and risk assessments are completed and academy specific;
- Liaise with Director of Curriculum to ensure the timetable fits the needs of the Post 16 Centre;
- Work with the Head of Centre in co-ordinating the pre-enrolment process including planning, administration and attending information evenings, centre visits and transition days;
- Manage the full transition process;
- Arrange meetings, resources, presentations and guest speakers where required and ensure the correct facilities are available;

- Liaise with relevant people to ensure appropriate cover is set and available in the absence of staff;
- Administration of Post 16 residential and educational visits;
- Liaise with the site team regarding out of hours lettings of the Centre;
- Manage and maintain the staff and room timetables for the Post 16 Centre;
- Liaise with Careers Inc. to be the lead member of staff for careers for Year 12 and 13 students, including administration of and attending visits to work placements/experience;

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.