



School Office Manager Job Description

Job details

Salary: Grade 8 (scp 19-22)

Hours: 37 hours per week, term time plus PD days

Contract type: Permanent

Reporting to: Headteacher

Responsible for: Administration Staff

Main purpose

The school office manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. To manage and be responsible for the whole college administrative functions and designated support staff, maintaining confidentiality at all times. To assist with all the planning and development of support services. Be responsible for the submission of relevant information to the Senior Leadership Team, the Governing body and outside agencies e.g. DfE.

Duties and responsibilities

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school

Leadership

- Line manage all administrative staff, including reviewing staff performance and carrying out appraisals
- Train and develop administrative staff as appropriate
- Ensure that all members of the office present at all times, a positive image to the school to all staff, parents and visitors both internally and externally
- Ensure reception duties are carried out and staffing is in place during throughout the day, that all required checks and procedures are adhered to
- Develop an office team that delivers and meets the needs of the school
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Liaise and provide support for the schools examinations, including CAT testing and ensure procedures are followed and Invigilators recruitment.
- Liaise and provide support for the school attendance team.

Administration

- Manage manual and computerised record/information systems including SIMS, Parentpay, Bus Lists and keep First Aiders details up to date, including training programme
- Manage Student Medical records, Liaise with NHS School Nurses and ensure the Vaccination programmes are supported and administered
- Analyse and evaluate data/information and produce reports/information/data when required such as School Census'
- Manage the school filing, printing and photocopying. Oversee the operation of the School Resources photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Manage the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Ensure administration staff carry out duties in Emergency Evacuation Procedures, Fire Evacuation, Lockdown and School Closures.
- Ensure telephone system and groupings are correct, directories are up to date, organise and distribute incoming and outgoing post
- Manage the ordering and distribution of Student Planners.
- Create and manage a House Competition programme, liaising with Head of Houses and Subject Leaders. To include awards.

Resource management

- Order, monitor and manage stock for School Resources and Shop, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages, ensure it is fully utilised by administration staff (e.g. the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Manage and assist with marketing and promoting the school, including Open Evening and Parents Evenings

- Assist with the organisation of premises repairs under the direction of the Site Operations Manager and Headteacher
- Ensure the reception area and office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
- Be a First Aider

Compliance

- Keep record in accordance with the school's retention compliance schedule.
- Support the Headteacher's PA with New Students including Student Admission Records, School Letters Distribution and School Policies
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

Administration Staff Responsibilities

- Be a First Aider
- Deal with complex reception/visitor/telephone matters
- Undertake reception duties, answering general telephone enquiries, face to face enquiries and signing in visitors on a regular basis and provide emergency cover when requested by the Headteacher or Business Manager
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the college
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

The school office manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

This list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.