**Job description**

**Office Manager – St Teresa’s Catholic Voluntary Academy**

**Job purpose**

Provide secretarial, organisational and administrative support to the Senior Leadership Team to ensure the efficient operation of the school.

**Specific responsibilities**

* To be responsible for the school reception service, answering enquiries and taking messages from parents / carers, external organisations and the general public.
* Welcoming visitors to the school in a professional manner and maintaining the visitor book.
* To line manage the admin staff within the school office.
* Dealing with challenging callers and visitors to the school and the handling of external complaints.
* Check registers for absentees and make first day response calls, ensuring records of all telephone calls made to parents/carers are kept.
* Record and maintain details of all absence requests, ensure forms completed correctly. Liaise with the Education Welfare Officer
* Record pupils who are late arriving for School.
* Administer the admissions process for internal and external pupils wishing to join Nursery or Main School. Collate admissions forms and all other information and produce paper and electronic files of application forms, Baptismal Certificates, and all other relevant information.
* Administer all admissions and leavers processes ensuring all appropriate parties and informed and data recorded. Admit students, request student records from previous schools, take students off role.
* To be responsible for completing data returns for the DfE, LA and school staff and reconciling queries.
* Manage and maintain the pupil management information system and student files.
* Manage the daily meals process, working with the catering team to ensure all pupils receive the appropriate allocated meal and monies are received and recorded correctly.
* Manage and maintain student behavioural data.
* Maintain and control the Single Central Record.
* Arrange and report on Safeguarding training.
* To be responsible for the collection and reconciliation of school monies and providing information as required
* To be responsible for maintaining adequate stock levels of staff and pupil resources (i.e. paper/pens/exercise books etc.), and for the ordering and receipting of goods via the finance system.
* To be responsible for the production of local staffing returns and updating of staff absence on the Management Information software.
* Provide clerical support, receiving, distributing, and sending email, typing, photocopying and assembling documents, filing, opening the post, minutes of meetings.
* Provide support to the Head Teacher.
* Arrange diary/ diaries /book and arrange meetings, training, supply teachers and transport.
* Maintain confidentiality concerning the student and/or family with all persons other than authorised persons or agencies.
* Oversee GDPR in the school and be aware of the Data Protection Act, GDPR and other legislation to ensure confidentiality of records and information is maintained correctly.
* Perform any task or duty under the reasonable direction of the Head Teacher.
* Manage and maintain effective office systems, providing maximum support for teaching staff.
* Provide support for a range of school meetings, including production and circulation of agendas and minutes, noting of action points, and ensuring follow up.
* Maintain accurate up-to-date filing and record systems for the Head Teacher and SLT
* Manage teacher supply arrangements for the school, working with Trust HR to record supply costs.
* Ensure that all statutory returns are completed and supplied to the appropriate body and that they comply with appropriate Government standards.
* Responsible for undertaking all performance management activity for administrative staff, midday staff and premises staff.
* Monitor probationary periods for support staff and ensure that probationary reviews are carried out.
* Maintain absence, holiday and sickness records as required, to include responsibility for the collation of return-to-work documentation.
* Support AHT (assessment) in managing pupil progress data in line with the school assessment calendar.
* Responsible for the management of all pupil data, ensuring all data is accurate and up to date, to enable real time reporting to inform teaching and learning.
* Organise pupil exclusion meetings, maintain records of exclusion, supplying appropriate information to the appropriate body and liaising with parents re return to school.
* Manage compilation and maintenance of school inventory of resources and equipment.
* Undertake the analysis of the Parent View Questions completed at parents’ evenings and report findings to SLT
* Update school website documents

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*