**JOB DESCRIPTION / PROFILE**

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| **POST TITLE:** | **OFFICE MANAGER** |
| **GRADE:** | **BAND 8 (SCP 12- 15)** |
| **REPORTING RELATIONSHIP** | **HEADTEACHER/ SCHOOL BUSINESS MANAGER** |
| **JOB PURPOSE:** | **Overall management of the office and administration function of the school. Providing support to the Headteacher in relation to the Trust and School.**  **Under the direction/instruction of senior staff in conjunction with the School Business Manager: be responsible for undertaking administrative, HR, financial, organisational processes within the Trust and School including assisting with the planning and development of support services.** |
| **POST NO.** |  |

**MAIN DUTIES/RESPONSIBILITIES**

**It is anticipated that the Office Manager will undertake these duties:**

1. To undertake typing and word-processing accurately and in a timely manner as required.
2. To design and manage appropriate administrative systems and to support the work of the Headteacher as required.
3. To complete and submit information obtained from School Management information systems as required by the ESFA, Diocese and DFE i.e. National College returns.
4. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by the Headteacher and to have oversight of all administrative aspects of confidential records
5. To draft correspondence to the Headteacher’s specification, consistently produce work to a high standard and provide administrative support.
6. To assist Senior Staff with the promotion of the School & Trust.
7. In conjunction with Senior Staff and the Business Manager manage and supervise, the work of the admin team.
8. To minute and take notes of meetings as required.
9. To manage correspondence to the Headteacher and maintain effective filing systems, sorting incoming and outgoing mail and distribute as appropriate.
10. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc.
11. To liaise with the Headteacher/ School Business Manager on a daily basis regarding events of the day and follow up resultant actions
12. To welcome visitors in a professional manner and arrange refreshments for meetings as necessary
13. Along with the School Business Manager to manage and coordinate the day to day running of the school office and admin team including designation of roles and responsibilities and QA of documents and task completion
14. Along with the Business Manager and with support from the Trust HR & Payroll Manager to manage HR and Recruitment processes relating to the School staffing structure
15. To support the Headteacher and Business Manager in administrative HR support maintaining accurate information by inputting data into relevant personnel records using a range of IT packages, including SIMS
16. To support the school Business Manager with aspects of the Single Central Record
17. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
18. To carry out your duties with full regard to the Trust’s Equality Policy.
19. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
20. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION – PA TO HEADTEACHER**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications**  **& Education** | E1 | NVQ level 2 in Administration, Business or equivalent | AF,C |  |  |  |
|  | E2 | GCSE English and Mathematics Grade A\* – C or equivalent | AF,C |  |  |  |
|  | E3 | Word Processing / Typing Qualification (i.e. RSA) or equivalent | AF,C |  |  |  |
| **Experience & Knowledge** | E4 | Knowledge and / or experience of First Aid. | AF,I | D1 | Awareness of child protection issues | AF,R,I |
|  | E5 | At least 1 years previous Administrative Experience | AF,R,I | D2 | Experience of School Management Information Systems | AF,R,I |
|  | E6 | Experience of establishing and maintaining a range of management information systems, including complex databases and spreadsheets | AF,R,I | D3 | Experience of managing budgets | AF,R,I |
|  | E7 | Experience of face to face and telephone reception duties | AF,R,I |  |  |  |
|  | E8 | Experience of paying invoices and placing purchase orders | AF,R,I |  |  |  |
|  | E9 | Previous supervisory experience | AF,R,I |  |  |  |
|  | E10 | Knowledge of Data Protection requirements and understanding of confidentiality | AF,R,I |  |  |  |
| Skills | E11 | Ability to relate well to children and adults | AF,R,I |  |  |  |
|  | E12 | Ability to be able to present information in a logical and systematic manner | AF,R,I |  |  |  |
|  | E13 | Ability to work successfully as part of a team | AF,R,I |  |  |  |
|  | E14 | Ability to communicate both orally and in writing to a wide range of audiences | AF,R,I |  |  |  |
|  | E15 | Ability to maintain accurate records | AF,R,I |  |  |  |
|  | E16 | IT Literate, capable of using MS Word / Excel and office packages | AF,R,I |  |  |  |
| **Personal**  **Attributes** | E17  E18 | Willingness to support the Christian ethos of the College  Participate in development and training opportunities | AF,I  AF,R,I | D4 | Practising Catholic | AF,I |
|  | E19 | Ability to abide by School policies and procedures | AF,R,I |  |  |  |
| **Special Requirements** | E20 | Motivation to work with children | AF,I,R,D |  |  |  |
|  | E21 | Ability to form and maintain appropriate relationships and personal boundaries with children | AF,I,R,D |  |  |  |
|  | E22 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | AF,I,R,D |  |  |  |
|  | E23 | Suitability to work with children | D |  |  |  |
|  | E24 | The ability to converse at ease with pupils/public/public bodies and provide advice in accurate spoken English is essential for the post | AF, I |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure and Barring Check |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references