

JOB DESCRIPTION

| | | | |
|------------------------|-------------------------------|----------------------|---------------------------------|
| Position Title: | Office Manager | | |
| Reports to: | Heads PA/Admin Manager | Job Profile: | BS9 |
| Department: | Administration | PG Number: | PG4009 |
| Location: | Millom School | Salary Grade: | Grade 9 £27741-28672 |

1. JOB PURPOSE:

To manage and be accountable for the school office, reception and administrative staff and functions.

2. ACCOUNTABILITIES:

- Distribution and management of the administrative workload to ensure it is completed in a timely and professional manner taking into account the school calendar.
- Continual development of the administrative functions in order to provide the most efficient and effective service for the school as a whole.
- Production and update of recommended practices handbook for administration and reception staff.
- Maintain accurate systems including SIMS/Go4Schools, SENCO and Safeguarding administrative support, Attendance, and Exclusions modules in SIMS/Go4Schools.
- Administration of the 'cover' system for teaching staff including booking, allocating lessons and checking timesheets for supply staff in the absence of the Heads PA.
- Production of accurate and timely census returns, and other statutory reports and the reporting of data to the LA.
- Management of the schools' central filing system, including computer based records and archive records.
- Induction and training of Administrative staff.
- Deputising for the Heads PA.
- Accident reporting systems.
- Produce correspondence, reports and other documents, sometimes of a confidential nature.
- Management of the administrative budget allocations giving due regards to the principles of Best Value.

Management & Leadership

- Management of the administrative staff with due regard to employment and health & safety legislation.
- To contribute to the work of the Senior Leadership Team.
- Establish the department or teams objectives and priorities to align with and support the schools objectives.
- Regularly evaluate the department or teams objectives, plans, procedures and practices, and makes appropriate changes if needed.
- Oversee and supervise employees. Direct daily activities, participate in the recruitment process for Administration staff, train, develop and discipline to ensure a high standard of service delivery.

Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Train and develop other employees, for proper succession planning and risk management.
- Lead, develop and motivate the school administrative team.
- Other duties and responsibilities as requested by the Headteacher

JOB DESCRIPTION

3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Qualifications:

Essential

- Level 3 NVQ or equivalent, or at least 5 years suitable experience
- 5+ GCSEs including English and Maths at grade C or above

Previous Experience:

Essential

- Significant experience in managing staff teams.
- Experience of working with young people in a school or similar environment.

Preferred

- Significant experience in the management and operation of SIMS and of Nova T6 and Microsoft Office programmes
- Change management experience.

Job Specific Skills:

Essential

- Ability to delegate work, set clear direction and manage workflow.
- Strong mentoring and coaching skills.
- Ability to train and develop subordinate's skills.
- Ability to foster teamwork among team members.
- Ability to maintain confidentiality when appropriate.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Ability to objectively review performance management processes.
- Ability to manage conflict e.g. angry parents, in a sensitive manner and within agreed protocols.

4. JOB DIMENSIONS:

Managerial & Supervisory Accountability

- Responsible for the Admin Team including Reception Staff.
-

| | | | | |
|------------------------------------|------------------------|------------|--------------------------|--|
| Number of Staff Supervised: | Direct Reports: | | Indirect Reports: | |
| | Total: | TBC | | |

JOB DESCRIPTION

5. APPROVALS:

| | | | |
|---------------------|--|-------------|--|
| LINE MANAGER | | Name | |
| Signature | | Date | |
| HEAD TEACHER | | Name | |
| Signature | | Date | |
| EMPLOYEE | | | |
| Signature | | Date | |