



# Saint Jérôme Church of England Bilingual School

## Office Manager – Job Description

### Purpose of the Post

Responsible for managing the office function to ensure the smooth and effective service to the School. To organise, maintain and monitor all the administrative and communication systems. To line manage administrative and welfare staff, including delegation of relevant activities.

Line Managed by: School Business Manager / Headteacher

Responsible to: The Headteacher and Governing Body

Responsible for: Admin Assistants and Welfare Assistant

Working Hours: 35 per week term time only + 1 week

### Duties and Responsibilities

#### Organisation

- Dealing with complex reception/visitors/phone calls, etc.
- Responsible for contributing to planning, development and organisation of support services, procedures and policies, keeping up-to-date with DfE changes
- Responsible for obtaining quotes, organising and booking of trips/events and coaches
- Responsible for managing and maintaining the school diary
- Responsible for receiving and appropriately dealing with all electronic communications to the school's general email; delegating as appropriate
- To manage and contribute to the school newsletter
- Responsible for the management, booking and supervision of pupils/class photographs
- To liaise with the school's PTFA and be responsible for coordinating events in association with the Senior Leadership Team, facilitating financial procedures on the school's electronic payment system, delegating as appropriate

#### Management

- Responsible for the efficient running of the school office and delegation of tasks to designated staff members as appropriate
- Responsible for the line management of the Admin Assistants including assisting in the creation and implementation of induction / training / mentoring
- Responsible for the line management of the Welfare Officer including implementation of induction / training
- Maintain admission register and waiting lists and deal with any enquiries arising
- Undertake duties associated with the admission of children to Reception in accordance with the LA and school's admission policy
- Manage the co-ordination of the Governors' Admission Committee Meeting and responsible for preparing all necessary documentation
- Manage the organisation of all in-year pupil admissions and undertake associated duties and tours

- Undertake duties associated with the transfer of children to other schools and Year 6 Leavers
- Responsible for the management of the school's lunch provision, liaising with the school's Chef Manager
- Oversee the letting/use of school premises to outside organisations for out-of-school use
- Acting as the school's Data Manager, responsible for dealing with all GDPR related matters undertaking duties to ensure the school is data compliant
- Working collaboratively with relevant staff to administer, facilitate and monitor the school's cashless payment system and assist users
- Working collaboratively with relevant staff to administer, facilitate and monitor the school's MIS (Arbor) and assist users
- Responsible for the administration of work experience pupils/student placements
- Responsible for maintaining and administering all matters relating to safeguarding, including safer recruitment, safeguarding training

### Personnel Management of Staff

- Take an active part in recruitment and interview procedures; preparation and placing of advertisements, managing applications
- Responsible for checking identification and completing DBS checks either manually or online and ensuring LA guidelines are followed for renewal of DBS
- Responsible for maintaining the Single Central Register
- To be responsible for the implementation of all new starter paperwork and other documents relating to staff employment and induction in conjunction with the School Business Manager
- To liaise with the Senior Leadership Team on communication of personnel issues and absence management where appropriate
- Responsible for managing all aspects of staff absence: including recording and monitoring absence manually and on the school's Management Information System, completing sickness forms, sending sickness certificates to Schools HR
- Maintaining annual leave records of the Site Manager
- To liaise with the Site Manager on the maintenance of the school site and the efficient operation of all facilities on the property

### Administration

- General administrative duties eg. filing, answering phone etc.
- To be responsible for the systems and general management of the school's administrative network, the appropriate management information systems and administration accounting and record systems ensuring that these functions are organized effectively to meet the needs of the school
- To be responsible for the preparation and production of all school records and publications
- To manage the administrative function, including the administrative IT facilities, school reception, reprographics, records and telephones
- To manage the text messaging service
- Undertaking typing and word processing and complex IT based tasks
- Responsible for the provision of personal, administrative and organizational support to the Senior Leadership Team e.g. draft letters, dealing with emails, phone calls and visitors as appropriate
- To advise staff in the legislation for school visits, taking in account the school's charging policy. Undertake administrative work in relation to the trips as required – bookings, transport, consents, insurance and ensuring relevant staff are informed e.g. catering / welfare
- Responsible for undertaking administration of complex procedures
- Responsible for the completion and submission of complex forms, overseeing school census', returns etc., including those to outside agencies

- Data input and handling as and when required
- Complete statistical returns and other related information as required by the Senior Leadership Team, Governing Body, LA & DfE
- To oversee and monitor that all attendance registers are completed correctly
- To undertake general duties of an administrative nature and any other duties that are within the scope of the post, as determined by the Senior Leadership Team

### General

- Contribute to the marketing and promotion of the school and effectively support the Christian ethos/ aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Provide a friendly, professional and efficient service to all pupils, parents, staff and visitors to the school
- Ability to prioritise, plan, organize work and anticipate issues before they arise
- Seek assistance for sick and injured children in the absence of the Welfare Assistant / First Aiders
- Embrace the whole school community joining in and facilitating organization of events such as parents' evenings, school fayres, sports events, etc.
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Carry out any other reasonable duties as directed by a member of the Senior Leadership Team