



JOHN WILLMOTT SCHOOL

Office Manager

Job Description

Grade	:	GR3 (Salary £19,238.48 – £24,716.72 pro rata)
Hours	:	Monday to Friday, 36.5 hours per week TTO + 2 weeks Including early mornings
Line Management	:	School Business Manager - HR

1. Job Purpose

- 1.1 This postholder will provide clerical, and administrative support to the Headteacher and school to enable the delivery of a professional and efficient and administrative service.
- 1.2 The postholder will arrange daily and unplanned supply cover for absent staff and coordinate cover rotas.

2. Key Responsibilities – Office Manager

- 2.1 To be responsible for the efficient and effective running of the school office.
- 2.2 Supervision of staff as required.
- 2.3 Overall responsibility for the maintenance of school policies and ensuring efficient and timely programme of review and amendment, and dissemination to relevant stakeholders.
- 2.4 Overseeing the administration of the schools admissions procedures and accurately maintaining the pupil related information system.
- 2.5 Responsibility for liaising with staff, parents, carers and outside agencies, and addressing queries.
- 2.6 Ensuring the provision of clerical support including typing/word processing, reprographics and filing.
- 2.7 To organise and coordinate the school medicals and immunisations across school.
- 2.8 Liaising with the first aiders in relation to pupil welfare;

- 2.9 To be responsible for basic first aid, and to be responsible for the secure storage of pupil medication and medical/first aid record keeping and associated compliance.
- 2.10 Responsibility for cataloguing, ordering and maintaining stocks of resources, consumables and equipment.
- 2.11 Responsibility for ensuring that an effective reception and switchboard service is provided.
- 2.12 To oversee the preparation and maintenance of the school display areas.
- 2.13 To oversee and ensure the efficient administration of all school events, to include parents evenings, celebrating success, open evenings, awards evenings, musical and theatrical productions, etc.
- 2.14 Liaising with, and supporting, the staff who organise school visits, camps and extra-curricular activities, and being an Educational Visits Coordinator.
- 2.15 Arranging supply/internal cover for absent staff, when such absences are unplanned, and coordinating cover rotas.
- 2.16 Responsibility for compiling and returning statistical information as required for City Council, DfE, LA, etc.
- 2.17 Input/output of data and production of associated reports.
- 2.18 To undertake training to develop skills with Desktop Publishing, Excel, Word Powerpoint, etc.
- 2.19 Using Desktop Publishing to create and edit half termly newsletters and other resources as required.
- 2.20 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.21 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.22 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.23 To adhere to the ethos of the school
 - 2.23.1 To promote the agreed vision and aims of the school
 - 2.23.2 To set an example of personal integrity and professionalism
 - 2.23.3 Attendance at appropriate staff meetings and parents evenings
- 2.24 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

Left to work within establishment guidelines subject to scrutiny by supervisor

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
General Administration	3	2	Left to work within establishment guidelines subject to scrutiny by supervisor
General Administration	2	2	Left to work within establishment guidelines subject to scrutiny by supervisor
Visitor Receptionist (and General Admin)	2	1	Left to work within establishment guidelines subject to scrutiny by supervisor
Pupil Receptionist (and General Admin)	2	1	Left to work within establishment guidelines subject to scrutiny by supervisor
Out of Hours Receptionist	2	1	Left to work within establishment guidelines subject to scrutiny by supervisor
Reprographics	2	1	Left to work within establishment guidelines subject to scrutiny by supervisor

5. Special Conditions

5.1 Early start times, in order to ensure efficient administration of staff absences and cover, to be agreed with Headteacher, following appointment.

6. Review and amendment

6.1 Annual review of this job description will take place under Performance Management.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

SIGNED:Postholder

.....Headteacher

.....Date

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	GCSE's in English and Mathematics at grade A*-C or equivalent	AF/C
	Word Processing RSA II	AF/C
Experience Relevant work and other experience	Substantial experience of working in an office environment	AF/I
	Experience of working in a school office	AF/I
	Experience of a wide range of administrative functions	AF/I
	Experience of supervising staff	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Good working knowledge of Microsoft office (Word and Excel)	AF/I
	Excellent interpersonal skills	AF/I
	Good organisational skills	AF/I
	Ability to work collaboratively and lead a team	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis.	AF/I
	Ability to work with autonomy within set boundaries	AF/I
	Ability to cope with conflicting demands, deadlines and interruptions	AF/I
	Ability to meet the physical demands of the post	AF/I
Training	Interest in own personal development and willingness to undertake further training	AF/I
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

