



# St Ursula's Convent School

## Office Manager

### Job Description

Responsible to: School Business Manager

Responsible for: Administration Team

Functional links with teaching staff, LA staff, Governors and parents

Work Pattern	Monday to Friday Full time (52 weeks)
Times of the day	08:00 – 16:00 with one hour lunch break (unpaid) <i>This pattern could change subject to the needs of the school</i>
Payscale	SO1 (subject to assessment) £31,122 - £32,112

#### **Main purpose of the job**

The school Office Manager is responsible for overseeing the daily administration and operations of the school including line managing relevant administrative staff. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times. They assist the School Business Manager with all the planning and development of support services.

#### **Duties and responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
  - Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
  - Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
  - Contribute to the overall ethos/work/aims of the school
  - Establish constructive relationships and communication with all staff and other agencies/professional
  - Develop efficient systems to support teaching staff in the execution of their role including the adoption and use of online digital systems
  - Be the principal administrator for key systems – SIMS, Analytics, Educare, iTrent, DFE and any other relevant online portals/ systems for school use
- Participate in training and other learning activities and performance development as required
- Develop an office team that delivers and meets the needs of the school in a timely and professional manner
  - To be able to prioritise and manage workload effectively deploying resources to meet needs
  - Lead, develop and utilise quality assurance strategies on all work output to key stakeholders
  - Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
  - Line manage and organise all administrative staff ensuring the smooth and effective running of the school office and all administrative and communicative systems

- To ensure appropriate support, challenge and disciplinary systems are used to effectively manage the team
- Manage administrative staff performance and appraisal
- Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
- To provide a secretarial service including minute taking
- Provide refreshments for staff meetings as appropriate.
- Deal quickly and calmly with any emergencies giving accurate information to the emergency services when required.
- Be responsible for ensuring that all pupil data is entered on the school database and that such records are up to date and completely accurate.
- To maintain pupil records and operate procedures for dealing with roll withdrawals, transfer, health issues, parental contact etc.
- Be responsible for the distribution of all incoming mail and deliveries.
- Supervise the recording of outgoing post.
- Ensure that the School Office complies with the Data Protection Act.
- Be responsible for the authorising and ordering school office stationery.
- Deputise for the Cover Co-ordinator & Admissions in their absence.
- To be responsible for the day to day administration of medicines to students.
- To be a first aider and act as first aid supervisor, maintaining adequate first aid supplies and first aid records and accident books
- To make independent decisions as issues arise
- To operate office and IT equipment, systems and programmes
- To represent the school management with a range of stakeholders, the public, external agencies and organisations
- To exercise judgements to ensure the SLT are supported in their roles and the Head Teacher is always fully briefed.
- To have due regard to the school's Health and Safety policy and the provisions of the Health and Safety at Work legislation
- Commitment to implementation of the school's equal opportunities policy
- To undertake any other responsibilities which the Head Teacher may reasonably require.
- To uphold the Catholic ethos of the school

*The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.*

Signed by:

Post holder:

Line Manager:

Date:

**PERSON SPECIFICATION  
OFFICE MANAGER**

Specification	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• Minimum of grade A-C or equivalent at GCSE Maths &amp; English</li> <li>• Spreadsheets and database software applications</li> <li>• Word processing &amp; mail merge software applications</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of managing a team</li> <li>• Experience of working within a school environment</li> </ul>	
Knowledge, Skills and Attributes	<ul style="list-style-type: none"> <li>• Maintain a high level of confidentiality</li> <li>• In depth knowledge of administrative systems and procedures.</li> <li>• Knowledge of statutory procedures for admissions, exclusions and census submissions</li> <li>• Strong communication skills</li> <li>• Computer literate with sound working knowledge of MS Office software</li> <li>• Sound working knowledge of SIMS</li> <li>• Relevant first aid training/willingness to complete on appointment</li> <li>• Ability to respond to complaints in a calm and sensitive manner</li> <li>• Ability to communicate with a range of stakeholders including staff, students and parents.</li> <li>• Adaptability</li> <li>• Use of computer systems to record information and generate reports.</li> <li>• Prioritising and organising workloads to meet deadlines, cope with interruptions, remain calm under pressure.</li> <li>• Flexibility, tolerance and ability to solve problems.</li> <li>• Using initiative.</li> <li>• Liaise and communicate effectively by telephone, or on an inter-personal level to give/obtain information in a courteous way, and to resolve queries/filter callers where appropriate.</li> <li>• Maintain and update manual and electronic filing systems.</li> <li>• Ability to greet visitors in a friendly and welcoming manner</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Ability to adapt to changing needs and circumstances</li> <li>• Ability to work alone &amp; as part of a team</li> <li>• Sensitivity to the needs of others</li> <li>• Supportive of the Catholic ethos</li> </ul>	