

## JOB DESCRIPTION: Office Manager

The following job description is for the guidance of candidates as to the requirements of the post.

PURPOSE:	<ul style="list-style-type: none"> <li>• To ensure and manage the smooth running of all aspects of the school office</li> <li>• To manage the office team in order to support the teaching staff</li> <li>• Support the Senior Leadership Team and Head's PA when required.</li> </ul>
RESPONSIBLE TO:	Director of Finance & Resources
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC new scale 25-28 (formally NJC31 – 34) pro rata £30,708 - £33,291 pro rata
WORKING TIME:	Full time (36 hours per week), term time only, plus 3 weeks By arrangement with the Headteacher / Director of Finance & Resources.

### DUTIES AND RESPONSIBILITIES

- a) **OFFICE MANAGER**
- b) Be responsible for the efficient running of the school office and delegate tasks to designated staff as appropriate
- c) Liaise with middle and senior leaders and delegate administrative tasks to appropriate members of the support staff team
- d) Be responsible for the smooth operation of all general office tasks, including reception duties, switchboard and student information
- e) Be responsible for the work, training and development of the school office staff
- f) Line manage main office staff, receptionists, reprographics technicians and mealtime supervisors, carry out appraisals as per the school's policy
- g) Be responsible for opening the school office and ensuring that the switchboard is operated from 8am each day
- h) Receive and appropriately deal with all incoming electronic communications to the school's general email address
- i) Ensure correct procedures are followed regarding all visitors, liaising with Security Team and Reception
- j) Be responsible for the general security in the school office and for the safe keeping of all valuable and/or confiscated items held there
- k) Deal quickly and calmly with emergencies, giving accurate information to the emergency services when required
- l) Ensure that relevant lists and equipment are taken to the emergency meeting point in the event of a fire or other emergency which requires the school to be evacuated
- m) Take minutes for school meetings when required

- n) Be responsible for the collation and production of the Student Link Book, liaising with members of the Senior Leadership Team as appropriate
- o) Be responsible for the collation and production of the weekly Briefing Bulletin
- p) Be responsible for the collation and production of the staff handbook, and maintain up to date staff lists
- q) Clerk for meetings of Governors when required
- r) Oversee the distribution of all incoming mail, supervise the recording of outgoing post and be responsible for the update and maintenance of the school franking machine.
- s) Ensure that the School Office complies with GDPR.
- t) Be responsible for the authorising and ordering of school office stationery
- u) Together with the Head's P.A. deal quickly and calmly with any emergencies giving accurate information to the emergency services when required.
- v) Together with the Head's P.A. Liaise with parents, clerk and governors, trustees, staff, students, general public, unions, government departments, local authority and VIP visitors to the school.
- w) Assist with Open Evenings, special events etc.
- x) Carry out any other duties commensurate with the general level of responsibility of the post (as directed by the Headteacher)

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

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

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

## Person Specification – Office Manager

### Essential:

- Significant experience of working in an administrative role and be able to demonstrate organisational skills with a methodical and accurate approach
- Ability to be discreet and maintain confidentiality
- Ability to communicate effectively and professionally (i.e. with discretion, diplomacy and sensitivity) with a wide range of stakeholders
- Ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations, working without supervision
- Previous experience of the line management of teams
- Excellent interpersonal skills, good telephone manner, calm approach
- Excellent communication skills, both written and oral, and high standard of written and spoken English
- High level of competency in ICT (Outlook, Word, Excel,)
- Flexible approach to all duties and working hours
- Ability to work under pressure in a busy environment and be able to multi-task to a high standard
- The ability to act on initiative after appropriate training
- Good team player and good sense of humour
- An interest in education and schools
- Understanding of and commitment to equal opportunity issues within the workplace
- Willingness to support the faith ethos of the school (there is no requirement to be Jewish)

### Desirable:

- Knowledge of SIMS database
- Experience of working in an educational setting