

<u>POST TITLE:</u>	OFFICE MANAGER
<u>GRADE:</u>	Band 8 (Grade M)
<u>CONTRACTED WEEKS:</u>	Term time plus 2 weeks
<u>REPORTING RELATIONSHIP:</u>	Report to the School Manager
<u>JOB PURPOSE:</u>	To manage and evolve the administration function to ensure the provision of a customer orientated student reception/ telephone/ reprographics service, continually improving the service provided by the team for the students, parents/carers and staff

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description / profile may undertake any of the following main duties and responsibilities.

ORGANISATION

1. Ensure appropriate administration support is provided to internal and external customers, ensuring appropriate cover is arranged in the main office at all times of the day.
2. Assist the School by developing and continually improving the services provided by the administration team.
3. Organise School events such as Presentation Evenings, Parents Evenings, Christmas Concerts, productions, external conferences etc.
4. Provide advice and guidance to staff, students, parents/carers and others on school procedures and practises.
5. To manage all aspects of Cover, liaise with supply agencies regarding staff, to organise long term placements and authorise timesheets at the end of each week.
6. To direct supply teachers and their timetables.
7. Assist SMT to produce accurate staff timetables and to ensure all staff timetables are up to date.
8. To manage the School Diary.
9. To co-ordinate the organisation of Year 11 Prom/Hoodies and assist the HOY in organising Year 11 Leavers Activities.

ADMINISTRATION

1. Update general office procedures to reflect current practice.
2. Assist the School Manager with specific administrative tasks as and when required.

3. To maintain Free School Meal applications and process eligibility checks.

RESOURCES

1. Operate relevant equipment/ICT packages (e.g. MS Office, internet, SIMS, E-mail).
2. Monitor and control devolved administration budgets.
3. Safeguard and maintain stationery stock levels.

MANAGEMENT

1. Line manage administration staff ensuring the effective and efficient operation of the department and that each individual is effectively deployed.
2. Assist with the performance management and professional development of administration staff
3. Assist with the recruitment and induction of new staff to the department

GENERAL

1. To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
2. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
3. Any other duties of a similar nature related to the post which may be required from time to time.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties detailed above should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST/SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

SWIFT ACADEMIES ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECT ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

Date: May 2019

SWIFT ACADEMIES
PERSON SPECIFICATION – OFFICE MANAGER (HURWORTH SCHOOL)

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ level 3 / 4 in Administration, Business or equivalent	AF,C	D1	Management qualification	
Experience & Knowledge	E2	Recent experience of School Management Information Systems	AF,R,I	D2	Awareness of child protection issues	AF,R,I
	E3	A minimum of 2 years experience of school administration practices	AF,R,I	D3	Awareness of Statutory Education system and associated legislation relating to support services for schools	AF,R,I
	E4	Previous Supervisory responsibility including the monitoring or performance and development	AF,R,I			
Skills	E5	Ability to relate well to children and adults	AF,R,I			
	E6	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	AF,R,I			
	E7	Ability to work successfully as part of a team and prioritise own work with minimum supervision	AF,R,I			
	E8	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports and the ability to negotiate and persuade others	AF,R,I			
	E9	Ability to work under pressure to tight deadlines on a number of different projects	AF,R,I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Skills	E10	IT Literate, capable of using MS Word / Excel and office packages	AF,R,I			
Personal Attributes	E11	Participate in development and training opportunities	AF,R,I			
	E12	Ability to abide by School policies and procedures	AF,R,I			
Special Requirements	E13	Ability to form and maintain appropriate relationships and personal boundaries with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
D	Disclosure
I	Interview
R	References

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references