Job Description – Office Manager

**Reports to:** Principal

**Location:** Weymouth-Kingfisher School

**Salary:** Competitive

**Hours:** Term Time only (40 weeks) Monday-Friday 8.30am-4.30pm

# Main Purpose of the role:

The school office manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative, financial, safeguarding and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

# Duties and responsibilities

Organisation

* Ensure the smooth and effective running of the school office and all administrative and communicative systems
* Contribute towards the planning, development and organisation of support service systems, procedures and policies
* Assist with organising parents’ evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
* 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 school

Leadership

* Line manage all administrative staff, including reviewing staff performance and carrying out appraisals
* Train and develop administrative staff as appropriate
* 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
* Develop an office team that delivers and meets the needs of the school
* Take all decisions in line with the vision and values of the school, and encourage others to do the same

Administration

* Manage manual and computerised record/information systems e.g Engage
* Analyse and evaluate data/information and produce reports/information/data as required
* Provide personal, administrative and organisational support to other staff and the SAP
* Oversee and organise the management of admissions procedures in line with the school’s policy maintain waiting lists and allocate spaces accordingly in line with the school’s admissions policy
* Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it’s ready to use at all times, resolving any issues as necessary
* Assist with managing the school’s email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
* Ensure weekly booking documents are kept up to date
* Work with the DSL to ensure all Safeguarding administration is up to date.
* Manage and organise completed forms from parents -Including all admissions documentation.
* Organise and distribute incoming and outgoing post
* Book training courses for staff

Resource management

* Order, monitor and manage stock, ensuring best value following the school’s purchasing processes
* Ensure the weekly food shop is completed
* Oversee and operate relevant equipment and IT packages (e.g. the school’s MIS system, school passwords)
* Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
* Assist with procurement and securing sponsorship/funding e.g Jack Petchy
* Assist with marketing and promoting the school
* Manage financial administration procedures and maintain appropriate records to satisfy audits
* Manage all SOLDO requests
* Upload all relevant invoices and request to Sage
* Assist with the planning, monitoring and evaluation of the budget
* Manage office expenditure with an agreed budget
* Manage service contracts
* Assist with the organisation of premises maintenance and repairs under the direction of the principal
* Manage school licences and insurances
* Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times

Professional development

* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures
* Attend all training days

# Health and Safety:

* Working safely and hygienically at all times within health and safety guidelines and policies
* Ensure all health or safety concerns are reported to the property director and principal
* Keep update health and safety records
* Oversee all fire checks at both sites
* To ensure the school is kept clean and tidy at all times
* To undertake food hygiene certificate and implement all food hygiene legislation
* Dress in accordance with the Kingfisher School Dress Code
* To keep the daily first aider rota update

# Partnership Working:

* Sustain and develop positive working relationships with all areas of the school
* Implement/monitor and contribute to joint initiatives as required
* Celebrate and share success with students, colleagues and parents/carers

# Equality and Diversity:

* Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
* Support people to express their individuality and uniqueness in all areas of life

# General:

* To act as an ambassador for Kingfisher School, representing the school positively at all times at events and meetings
* To undertake ongoing continued professional development
* To uphold the values and ethos of the school
* To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by management
* Follow Kingfisher School’s policies and procedures, paying particular attention to safeguarding, confidentiality & health and safety
* To attend all staff meetings as directed by Line Manager
* To attend regular supervision sessions with Line Manager
* Attend team meetings as required
* Undertake any relevant training as identified including individual and group training, INSET days and Twilight sessions as directed

# Qualifications and experience required for this role: See Personal Specification

# PERSON SPECIFICATION

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| --- | --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** | **Testing Method** |
| 1. Qualifications | Degree | Business Degree | Certificate Application form |
| 2. Experience | Working in a school environment | Working in a SEN/SEMH school | Application form Interview |
| 3. Knowledge and skills | Good standards of written and verbal English  Organised Pro-active | Understanding of SEN & experience of working with students in SEN environment | Application form Interview questions |
| 4. Competence | Professional  Ability to follow procedures/policies  Ability to work as part of a team and independently |  | Interview questions |
| 5. Personal Qualities | Student focused Team player Emotionally robust Resilient  Sound communicator Driven  Innovative  Flexible  Sense of humour |  | Interview questions |
| 6. Other |  | Full Driving License &  access to own vehicle | Document verification |

**Note:**

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

**Reviewed January 2024**