

## Office Manager Job Description

<b>Post Title:</b>	Office Manager
<b>Grade:</b>	H7
<b>Hours / Week:</b>	37 Hours per week term time + INSET + one week
<b>Responsible to:</b>	The Highfield School Headteacher

### Job Purpose

- To lead and manage the school administration service to ensure that they operate efficiently and effectively to support teaching and learning.
- To line manage and lead the administrative staff of the school; including performance management, which includes the lead first aider, the school office, student services and reception teams.
- To undertake key administrative roles in support of the senior leadership team and staff.

### Key Areas of Responsibility

- To have oversight of all correspondence and documentation, including email, for external and internal communication.
- To become confident and familiar with the administration systems of the school ensuring effective and accurate communication with the school community.
- To oversee and maintain student records using all of the school's internal management systems.
- To coordinate medical and first aid services and assist with student welfare matters and first aid.
- To provide administration support, including email, and inputting of data on SIMS.
- To be responsible for the administration budget.
- To have knowledge and understanding of all school trips processes and management; supporting the trips coordinator as required.
- To have ultimate responsibility for the school website and newsletter.
- To understand attendance and support with maintaining the school's excellent student attendance record.
- To have overarching responsibility for the administration of student admissions.
- To coordinate the administration of parent's evenings.
- To understand support student reception and deal effectively with student enquiries.
- To support with documentation relating to school functions and events such as Awards evening, Open Evening, Year 6 transition, Parents' evenings, school trips etc.

### Knowledge, Experience and Training

The successful candidate will have:

- Experience of working in an office environment.
- High levels of organisational skills and ability to prioritise own and others workload.
- Excellent literacy skills.
- Excellent IT skills.
- A proven ability to organise, lead and motivate a team.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.