



Job Description

OFFICE MANAGER	
Grade	H – Points 17 to 22
Hours	37 hours per week term time plus 5 Inset Days plus 10 days Monday to Friday – 7.45am-3.45pm Monday to Thursday 7.45am-3.15pm Friday. Half an hour unpaid lunch is included in the day.
Section	Support Staff
Responsible to	Headteacher
Responsible for	The post has direct responsibility for managing the daily cover requirements, reprographics, attendance, behaviour administrative team, appraisal support staff for attendance, behaviour, reprographics, work allocation and ensuring quality of work.
Job Purpose	Monitor the work produced by all offices and ensure all deadlines are met, work is to a consistently high standard, staff are supported, offices are covered, and processes are in place to ensure a streamlined service
Duties & Responsibilities	<p>The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.</p> <ul style="list-style-type: none"> • To ensure the efficient supply of cover • To ensure the effective and efficient management of office support, incoming enquiries, including taking independent action where appropriate to resolve administrative matters and those not requiring specialist expertise. • To undertake research and information gathering activities, including liaising with other relevant officers and outside agencies and bodies. • To provide direct support in handling and management of e-mail and written correspondence incoming to the office of the relevant manager. • To provide full secretarial support in relation to the production of correspondence and records, including word processing, electronic and manual filing systems, dictation, and production of agendas and taking notes/minutes of meetings etc. • Conduct the Appraisal Reviews of your team • Ensure attendance is always covered to support all matters pertaining to attendance

- Ensure reprographics is always covered and supported so that deadlines are met and stock is always replenished on time
- Ensure all stock and equipment is ordered and monitor the budget to avoid an overspend
- Be responsible for and conduct the School Census's which are currently in October, January and May each academic year. Ensure all data is collected and all staff are aware of the impending dates and their responsibilities to ensure the Census is signed off by the Headteacher in a timely manner
- Be responsible for all student data on Bromcom, ensure data collection sheets are submitted regularly and that all data on each student is accurate at all times. Support admissions in all years but particularly new intake, student class sort and transition, and all other office processes
- Be responsible for timetable support to the timetabler. Perform the end of year routines and the academic promotions. Ensure the pastoral structure on SIMs is accurate during the academic year. Support the new intake to ensure all data is complete for the new academic year. Ensure all students have an up to date timetable. Create and define the new academic year in Bromcom. Support the Options Process and all other office processes
- Oversee the First Aid rota to ensure that there is cover at all times
- To be responsible for producing and responding to complex enquiries, preparing documents and reports, collecting and analysing information.
- Adhere to all relevant school policies.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
- Participate in the school's appraisal process
- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
- Perform any other reasonable tasks within the range of the salary grade

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS
EDUCATION AND QUALIFICATIONS	Essential <ul style="list-style-type: none"> • 5 GCSE's or equivalent including Maths and English at Grade C or above
RELEVANT EXPERIENCE	Essential <ul style="list-style-type: none"> • Evidence of recent management and organisational experience • Experience of developing new strategies Desirable <ul style="list-style-type: none"> • Experience of working in a school setting • Experience of leading the implementation of a new initiative, from producing action plans to evaluation of impact • Ability to hold others to account and challenge under-performance

KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of SIMS is highly desirable • Ability to find solutions to complex problems • Ability to relate to teachers, other professionals, parents and students
SKILLS	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent ICT, administration, time management and self-motivation skills • Ability to work as a member of a team and work on own initiative • Ability to be positive, resilient, enthusiastic and flexible when working under pressure • Ability to present information to a variety of audiences
OTHER	<ul style="list-style-type: none"> • Ability to relate to and promote the positive ethos of the school • Commitment to school improvement and raising achievement for all students • Willingness to undertake training as required

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES