

**Job Description - School Office Manager**

| **Postholder** | Vacant |
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| **Post Title** | School Office Manager |
| **Postholder Reports to** | Headteacher |
| **Scale/Salary/ Conditions** | * Permanent/Full Time * SCP 24-28 (Prorated annual salary £28,705 - £31,855) * Term Time + up to 10 days to be paid as overtime * 37 hours per week |
| **Role Summary** | To support the efficient running of the school office and administration team to serve the needs of all school stakeholders. |
| **Main Responsibilities** | In fulfilling the requirements of the post, the postholder will demonstrate essential professional characteristics, and in particular will:   * Line manage administrative staff, encouraging their personal and professional development. * Be responsible for and manage the administrative function of the school including school reception, reprographics, records, word processing and mail merge, postage and telephones. * Oversee the general office workload including support to the Headteacher and Senior Leadership Team. * To be responsible for the maintenance of computerised databases and communication systems, creating and updating records and producing reports as required. * To assist with marketing and promotion of the school namely updating the school website and social media platforms. * To act as the lead for GDPR and Data Protection, updating school staff at regular intervals and ensuring compliance with Freedom of Information and subject access requests and the safe handling of data. * Work alongside Seniors Leaders and Trustees to ensure policies are up-to-date and accurate and tracked. * To support the organisation of school visits, enrichment, open events, school photographer, awards ceremonies and concerts etc. * To ensure booking systems are maintained for school minibuses and other shared resources and facilities. * Create and manage the preparation and maintenance of the whole school calendar. * Oversee the appropriate use of the administration email account and delegate correspondence to relevant staff.. * Generate correspondence and reports of a routine nature. Completion of forms and returns required by the Department for Education and other external agencies. * Manage all academy communication including the sending and administration of emails/letters/text messages and key online content to all stakeholders. * Responsible for the general security in the school office. * To complete and ensure administrative compliance with permanent exclusion processes. * Assist the school by maintaining good relationships with staff, parents, trustees, contractors’ representatives and external agencies in order to promote the objectives of the school. * Lead an efficient and effective service within the reception and administration area of the school office. * Being responsible for keeping senior colleagues informed of needs and concerns relevant to the work of the Administrative Staff. * To be responsible for ordering resources, ensuring best value * To operate relevant equipment and IT packages * Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people.   **To act as Company Secretary** **to the Board of Trustees:**   * Guide and support Chair of Trustees and ensure that the board functions effectively and efficiently. * Day to day admin such as organising board meetings, preparing agendas and taking minutes, * Organise mandatory training such as safeguarding and annual skills audits. * Maintain and update all school details including governance on the DfE. * Organise Trustee involvement in other matters such as discipline meetings, permanent exclusions and complaints. * Induction of any new Trustees to the board. * Ensure all policies are up to date and approved/ratified by the board of Trustees. * To keep up to date with new government statutory guidance and to advise the Chair of Trustees where appropriate.   This is not a comprehensive list of all tasks that the School Office Manager will carry out. The postholder will be required to do other duties appropriate to the level of the role, as directed by the Headteacher and Chair of Trustees, and based upon areas of ability, experience and school priorities. |

This job description may be amended at any time in consultation with the postholder. It is subject to annual review at the request of the Headteacher or post holder.