

BODMIN COLLEGE
OFFICE MANAGER
ADDITIONAL INFORMATION

Our main office is a vibrant and busy environment as a first impression and first point of contact for those calling or visiting Bodmin College.

There are four staff including the Office Manager. On a daily basis the office deal with high levels of telephone enquiries, visitors and queries from students and staff. Typing and information issued to parents is a shared role and is completed by all in the office.

Office Manager

This role is responsible for student admissions, pre-admissions and all tasks relating to pupil data. The Office Manager also supervises the three office staff and is involved in training new and existing staff in the use of SIMS. This role also involves speaking and communicating with outside agencies, schools (locally and nationally) and feeder schools.

Between the three receptionists, roles covered include:

Role 1

Manning the student window, arranging reception runners (students who spend a day working with reception), students who are in Internal Exclusion and Lesson Exclusion, administration of Free School Meals, Pupil Premium students and allocation of lockers.

Role 2

Manning the visitor window. Welcoming all visitors and counsellors by making sure that they follow the Bodmin College policy for those visiting the college, including issuing of passes and pre-booking visitors on to our VM Easy signing in system.

Role 3

Administering Parent's Evenings for years 7-11 and sending positive pupil information to parents and carers. This role works closely with the Office Manager and is able to cover student admissions in the case of any absence. This role also covers the visitor window in the afternoon.

At Bodmin College we strive to provide the best administration service for our staff, students, parents, carers and visitors and as a team we are dedicated to ensuring the safety of our students by ensuring that we follow child protection and data protection protocols. A good working relationship with the office staff in busy circumstances is essential.

We look forward to receiving your application for this post.

Patricia Rowe – Office Manager
October 2019