

BODMIN COLLEGE

OFFICE MANAGER

JOB DESCRIPTION

Job title:	Office Manager
Salary:	Grade G
Hours:	37 hours per week
Weeks:	41.4 working weeks per annum: Term time + training days + twilights + 12 days holiday working per annum 46.978 paid weeks per annum
Contract type	Permanent
Reporting to:	Principal
Responsible for:	3 x Clerical Assistant/Receptionists

Main purpose

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 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

- Supervise the day-to-day work of the administrative function of the school office.
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies
- Manage, supervise, train and develop administrative staff as appropriate

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake work processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide personal, organisational and administrative support to the Senior Leadership Team
- Oversee and organise the management of admissions procedures in line with Cornwall Council, maintain waiting lists and allocate spaces accordingly in line with the schools' admissions policy
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Manage the induction process for new children

- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

Resources

- Oversee and operate relevant equipment and IT packages (eg- the school's SIMS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Develop an office team that delivers and meets the needs of the school
- 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 building
- Line manage and organise all main office administrative staff ensuring the smooth and effective running of the school office and all administrative and communicative systems
- Manage administrative main office staff performance and appraisal
- 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

Confidentiality

To maintain the confidentiality of information acquired in the course of undertaking all duties for the school.

Other areas of responsibility

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<p>Organising, leading and motivating other staff</p> <p>Managing staff</p> <p>Ability to plan, organise and prioritise and work under pressure</p>	Working in an office environment at senior level	<p>Application</p> <p>Application</p> <p>Interview</p>
Education and Training	<p>Attainment of GCSE qualifications in Maths and English (or equivalent)</p> <p>Excellent literacy/numeracy skills</p>	NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)	Application
Special Knowledge and Skills	<p>Developing, managing and operating clerical/administrative and organisational systems</p> <p>Excellent attention to detail</p> <p>Competent use of IT packages including word processing, Excel etc</p> <p>Ability to use relevant office equipment effectively</p>	<p>Analysing and evaluating data</p> <p>Competent use of SIMS and other school based systems</p>	<p>Interview</p> <p>Application/ interview Application</p> <p>Interview</p>
Additional factors	<p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Commitment to promoting the ethos and values of the school and ensuring the best outcomes for all students</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Proactive – able to take the initiative, ability to manage own workload to meet deadlines</p>	Experience in working with children and young people	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

	Self-motivated and enthusiastic		Interview
	Professional, tactful and sensitive		Interview
	Embraces change well		Interview
	Deals with difficult situations effectively		Interview
	Communicates effectively to a wide audience or external and internal individuals		Interview

Statement of Safeguarding

This role gives the postholder access to children and young people. Bodmin College has a statutory obligation to check with the Disclosure and Barring Service (DBS) in order that any criminal background including unprotected, spent convictions, bind-over orders or caution is disclosed to the Governing Body.

Only those who have been checked can be employed by Bodmin College. In the event of a successful interview you will be asked to complete a DBS application.

The successful applicant will be offered the post subject to the receipt of a satisfactory DBS check, health declaration, references and other pre-appointment checks required of the post.

October 2019