

JOB DESCRIPTION

Post:	Office Manager
Reporting to:	School Business Manager
Responsible for:	Administration, Reception & Reprographics
Salary Scale:	Band 7
School Type:	The academy is a publicly funded secondary school for pupils aged 11–16.

JOB PURPOSE

Working as part of the support staff team, provide leadership over an efficient and effective admin support, front of house and reprographics service to the Academy.

KEY TASKS:

1. To manage the admin support team ensuring staff are deployed appropriately and all key administrative services are delivered.
2. To manage the receptionist and the provision of an efficient and effective customer focussed reception service. To ensure reception areas are welcoming to all visitors, ensuring a safe and positive environment is secured.
3. Ensure all admission to site safeguarding procedures are adhered to. Tracking and monitoring staff and visitor signing in/out processes. Liaising with staff accordingly.
4. To manage the reprographics technician and provision of an efficient and effective, customer focussed reprographics service, liaising with printer providers to identify ways to maximise the usage of the reprographics department and encourage appropriate use of the other printing devices throughout the academy.
5. To manage students' details within the Bromcom MIS ensuring data for students is maintained in a timely and accurate manner.
6. To support with the transition process from year 6 to year 7. Liaise with LA Admissions Team to ensure student data is precise, including the download of the ATF file into Bromcom and regularly checking the LA admissions portal. Liaise with Transition Manager to ensure lines of communication to parents are clear and documents submitted are accurate and professional.
7. To proactively manage key admin activities, alerting other managers to approaching deadlines to ensure that they are delivered on time.
8. To liaise with middle and senior leaders in delegating administrative tasks to the appropriate member of the support staff team.
9. To provide confidential administration support to the Academy's Vice Principals.
10. To provide Human Resources with administration support.
11. To support Human Resources with recruitment processes.
12. To liaise with and support Human Resources with maintaining accurate records for the schools Single Central Record.
13. To set up curriculum related software packages/subscriptions, ensuring all staff and student data is uploaded correctly and create users and reset passwords as required.
14. To manage the operation of the biometric system for cashless catering and printing within the academy, setting up new users and dealing with issues.
15. To manage the operation of Bromcom MCAS, setting up dinner accounts and communicating with parents via text and email and liaising with service provider.

16. To deal quickly and calmly with any emergencies, directing the team to help resolve issues as required.
17. To allocate resource from within the team to provide regular admin support to the Data Manager.
18. To update and maintain the school website and liaise with the Trust's Director of IT and Marketing Manager accordingly.
19. To provide support, training and development to direct reports.
20. To have a continuous improvement approach to all processing, making suggestions for improvements/refinements to the current working processes as appropriate.
21. Such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community and with Samuel Laycock School

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility. The job description may, in consultation with the post holder, be changed to reflect changes to the post.