



ST PETER'S SCHOOL HUNTINGDON

JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE:	Office Manager
HOURS WORKED:	37 hour week Term Time Only +20 days (incl. 5 Prof. Days)
GRADE:	Grade 5 Point 12-17
RESPONSIBLE TO:	School Business Manager
PURPOSE OF JOB:	<ul style="list-style-type: none"> • Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. • You will be responsible for overseeing the day to day running of the main office and reception area as well as reprographics and first aid. You will be expected to work 10 days spread across the beginning and the end of the Summer holidays to ensure that new admissions are input into the MIS and timetables are assigned prior to the start of each new academic year. You will also need to ensure that any new admissions are dealt with effectively.

MAIN RESPONSIBILITIES:

Safeguarding

- Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).
- Safeguarding the mental health and wellbeing of students and staff

Line Management of staff within the administrative team ensuring correct policies and processes are followed, whilst overseeing the completion of the following tasks:

- To ensure all student information is correct and up to date.
- To ensure that the reception area is manned at all times
- To coordinate the new admissions process, both mid-year and year 7 in take including liaison with other schools.
- To coordinate the leavers process, including the creation and posting of electronic and paper files
- To setup forms, templates and reports as required.
- To ensure your areas of responsibility comply with GDPR
- To ensure, through liaison with all levels of staff, that the final deadlines for report generation and circulation are met.
- To support the Examinations and Analytics Manager to meet deadlines for assessment information by inputting and checking data as required.
- To support the Business Manager as directed to ensure that all census data is input and validated in preparation for submission to meet the statutory deadlines for this process.
- Liaise with staff to amend any detentions within E-Behaviour.
- To input data for students and staff for the cashless catering system.
- To support the team to ensure only authorised persons have access to our premises.
- To support input and extraction of extra-curricular activity registers.

- To keep the Online Prospectus up to date by liaising with Heads of Departments and external agencies as required.
- To liaise with appropriate staff to organise school events e.g. Parents' Consultation Evenings, medicals, vaccinations, school photos, etc., as required.
- To deal with all students, visitors, staff and telephone calls to the school in a polite, friendly and efficient manner and to make sure appropriate procedures are completed
- First Aid:
 - To deal with students and staff who become ill or suffer from minor injuries and follow up as required.
 - To log all appropriate information in the database and to make sure accident report forms are completed where appropriate.
- To manage Lost Property, to ensure that named clothing is returned to students and organise regular disposal of unclaimed property.
- To facilitate regular meetings within the admin team and report back to the Business Manager

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

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Last Review Date: May 2022
Next Review Date: April 2023