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| Office Manager Job description |
| Purpose of role |
| Responsible for the effective and efficient clerical and welfare support to school |
| Reports to: Headteacher/Bursar/Chair of Governors |
| Responsibilities |
| **Key Duties:**   1. To ensure the welfare of pupils including:  * Administration of first-aid and medicine (following training) and follow the school’s policies * Order first aid supplies as necessary * Liaise with parents and staff regarding pupils’ sickness/injury * Support general welfare of pupils * Complete health and safety documentation if pupil/staff attend hospital as a result of injury * Assist with visits from external professionals * Update medical records and monitor expiry of staff’s first-aid qualifications  1. Reception duties including:  * Be the primary point of contact for the school, responding to telephone, email and face-to-face enquiries in a timely and professional manner * Ensure school security is complied with, including signing in and issuing of visitors’ badges * Accept, sign for and check deliveries * Provide hospitality for visitors to school  1. Clerical responsibilities including:  * Be responsible for manual and computerised (Bromcom) pupil data records * Checking and distribution of all school communication externally and internally * Preparation of packs and admission forms for new parents * Provide general clerical support, including filing and photocopying * Oversee maintenance of school photocopier * Draft correspondence, policies and other documentation as specified * Update documents as needed, including staff handbook * Provide support and encourage positive relations within the local and wider community * Liaise, support and arrange school trips * Liaise with schools regarding transition of pupils * Complete the termly Census return by gathering, entering and submitting all necessary data  1. Financial responsibilities include:  * Be responsible for completion of returns for school milk and fruit * Support applications for free school meals, maintaining confidentiality, and update lists of pupils eligible for pupil premium funding * Record receipt of monies for trips and events  1. General responsibilities include:  * Arrange supply teaching cover as appropriate in consultation with leadership team * Comply with duties in accordance with school’s policies * Participate in performance and development of the school * Maintain confidentiality |
| Indicative knowledge, skills and experience |
| * Significant experience in administrative roles * Familiarity with West Sussex systems an advantage * A warm, welcoming demeanour |