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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
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| Indicative knowledge, skills and experience |
| * Significant experience in administrative roles
* Familiarity with West Sussex systems an advantage
* A warm, welcoming demeanour
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