

Chislehurst School for Girls

Job Description

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| Designation: Office Manager | Name: | Grade Scale 6 |
| Line Manager: | Senior Deputy Headteacher | Hours: 36 per week 52 weeks per year, with holiday entitlement |

MAIN RESPONSIBILITIES OF THE POST

To manage the main school administration office, be responsible for pupil data entry into SIMs and to provide typing and clerical assistance for the day-to-day administration of the school

1. Function as the main Office Manager, responsible for the day-to-day administration and management of the school office administration staff.
2. Admissions Secretary:
 - (i) Under the direction of the Assistant Headteacher, be responsible for all matters relating to secondary transfer process, admissions, appeals and CAT testing.
 - (ii) Under the direction of the Assistant Headteacher, be responsible for all matters relating to casual admissions.
3. SIMS operator, e.g. entering and maintaining student data, producing data checking sheets and pupil timetables, entering data supporting Options procedures, Behaviour Management records (including suspensions) and assisting with school pupil Census returns.
4. Support the Senior Leadership Team with typing of routine letters and documents.
5. Sort and distribute mail, to all members of the school community.
6. Arrange cover for absent team members internally or through agencies, as appropriate
7. Arrange distribution of whole school letters, via School Gateway.
8. Maintaining records of Administration/Premises staff presence re: Fire Drills
9. Manage the production of letters for all staff by School Gateway and/or post, by members of the office administration team.
10. Covering for the Headteacher's P A, in the event of absence.
11. Assist with the relevant administration and reporting of destinations to the Local Authority.
12. To assist with preparation for the school's annual Open Evening.
13. Line manage and lead the office administration team, to ensure that student filing is accurate and complete, to include the organisation of archiving of each academic year.
14. Support the training needs of the office team.

15. Oversee visitors entering the school, ensuring safeguarding procedures are adhered to.
16. Creating registers for events such as revision sessions, summer school and analysing data and reporting.
17. Manage emails/telephone calls during the school holidays.
18. Participate in appraisal procedures and appraise staff under the direction of the Headteacher.
19. Undertake training as necessary.
20. Any other duties commensurate to the level of the post, or as required by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.

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

Prepared by _____ Date _____

Acknowledged by _____ Date _____