



Job Description – Office Manager

Hours of work:

Monday 8.30 – 5.30, Tuesday to Friday 8.30 – 4.00, term time only.

Annual actual salary £17,549.57 (£11 per hour)

Job Title: Office Manager

Role: We are looking for a responsible Office Manager to provide personalised secretarial support to the Head Teacher and Deputy Head, and administrative support the school in a well-organised and timely manner. You will work on a variety of tasks related to Senior Leadership Team's (SLT) working life and communication. In addition, you will organise and re-stock the School's stationery resources, ensuring the teaching staff can work efficiently and the School runs smoothly. The ideal candidate will be competent in working independently, prioritising, working efficiently to the full completion of tasks and good at problem solving.

Line Manager: Debbie Hanson (Proprietor and Head Teacher)

Work in partnership with: Head Teacher and Deputy Head

Working alongside: SEN Teachers, HLTAs, TAs, externally contracted staff (such as Psychological Assessors, Therapeutic Staff, SALT, OT) parents and visitors, caretaker.

School areas of responsibility:

- Reception area / general office
- Stationery storage in staffroom

Duties:

- To organise and ensure the smooth running of the School front desk and reception area;
 - Answer the phone and screening phone calls
 - Welcome parents / children/ visitors
 - Manage visitors regarding safeguarding, signing in and issuing lanyards



Approved Assessor for
Disabled Students'
Allowance



Guild Member
Assessment Practising
Certificate holder



INPP
Practitioner



AMBDA Status

PATOSS

Associated
Member

Clarity SEN Consultancy Ltd. Company Number: 11567895 DfE Number : 881/6073

Bridge Farm Barn, Woodhill Road, Sandon, CM2 7SG Tel: 01245 408 606 Email: admin@clarity.essex.sch.uk

- Keep the front desk reception area welcoming, organised and tidy
- Liaise between the teaching staff, who may be working in different locations doing outreach
- To organise and ensure the smooth running of the office:
 - Printing / photocopying
 - Filing and keeping all the school documents in order, organising and updating them
 - Storage of pupil admin files, assessment reports
 - Storage and distribution of School policies including to parents
 - Organising and maintaining teaching, assessment and SLT calendars
 - Liaising between clients and staff to book lessons and assessments
 - Preparing and taking post to the Post Office, collection and receiving of parcels
 - Banking and maintaining petty cash and levels of postage stamps etc
 - Safe-keeping of the Company bank card and being a named debit card-holder
- Stationery
 - Organising storage of stationery and its efficient, cost effective distribution to staff
 - Monitoring stock of stationery and non-teaching resources, sourcing and ordering from companies offering the best value as approved by the Head
 - Ordering teaching resources recommended by teaching staff and approved by the Head
 - Liaising with delivery companies and caretaker to ensure successful deliveries
- Preparing written documents;
 - Proof-reading documents to a very high standard
 - Preparing and checking Educational Psychological assessment reports
 - Printing and collating reports and documents into folders to be sent out
 - Preparing marketing documentation such as business cards, leaflets and prospectuses, liaising with external designers and suppliers as necessary
- Communication with parents and external contractors (therapists etc.):
 - Contribute towards the organisation, design and smooth running of the website(s), updating information where necessary
 - Prepare and distribute written correspondence for parents, including text updates
 - Phone / email parents with updates
 - Arranging visits and meetings with professionals e.g. annual reviews with Local Authority
- Support the manager with any appropriate, administration tasks as requested.
 - Take dictation and minutes at meetings
 - Produce and give informal updates and briefs in meetings with the Head and Deputy
- Book-keeping and payroll:
 - Check, monitor and update existing financial records, daily book-keeping using QuickBooks (training provided)
 - Produce end of term and end of year financial reports using QuickBooks
 - Liaise with Accountant and external payroll agency regarding PAYE

- Liaise with staff re timesheets, travel expenses, staff expenses and prepare and collate them all for payroll
- Professional standards;
 - Support the aims of Clarity Independent School to promote a 'learning-growth community'.
 - Treat all members of the community, colleagues and students, with respect and consideration.
 - Treat all clients fairly, consistently and without prejudice in accordance with the Company Equality Policy.
 - Set a good example to students around the School, in terms of appropriate dress, attitude, language, standards of punctuality and attendance.
 - Ensure any written work (emails, reports, wall signs etc.) is to the highest of standards of accuracy.
 - Promote the aims and ethos of the School both in the community and outside through positive discussion and behaviour.
 - Take responsibility for own professional development and participate in staff training when requested by the Head.
 - Reflect on their own practice as well as the practices of the School with the aim of improving all that we do.
 - Read and adhere to the various policies of the School, including safeguarding, health and safety etc.
 - Undertake duties as prescribed within School policies and as reasonably assigned to by the Head.
 - Ensure that all deadlines are met as agreed with the Head and Deputy.
 - Be proactive and take responsibility for matters relating to health and safety and as appropriate around the School.