

MOULSHAM HIGH SCHOOL



JOB DESCRIPTION

Job Title:	Office Manager, Including Responsibility For Co-ordinating And Allocating Daily Cover Arrangements For Planned And Unplanned Teaching Staff Absence.
Band:	Band 4 To Mid-Point (£25, 927 FTE).
Accountable To:	Headteacher's P.A.
Hours:	37 Hours A Week For 39 Weeks A Year (Term Time + 5 Inset Days) 7am – 3.30pm Monday to Thursday. 7am – 12.30pm Friday.

Duties:

- To have overall responsibility for and plan, monitor and evaluate the work of the office and reception staff.
- To anticipate termly administrative demands and plan ahead accordingly.
- To line manage 5 administrative staff and 1 cover supervisor.
- To triage CPOMs alerts (level 3 safeguarding training will be given).
- To manage SLT on call.
- To proof- read all letters, excluding those written by SLT.
- To be the Educational Visits Co-ordinator (training will be given).
- To ensure that all feedback enquires are dealt with effectively in a timely manner.
- To ensure that the reception area is tidy and ready for use by visitors to the school.
- To liaise with the Deputy Headteacher Quality of Education to ensure that necessary cover arrangements are in place when teaching staff are absent, including short and long term supply bookings.
- To send out the daily cover list.
- To meet and induct all teaching supply staff, process timesheets and agency invoices.

All Staff At Moulsham High School Are Expected To:

- Participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school's Child Protection and Safeguarding policies can be found on the school website: www.moulshamhigh.org

This post is subject to a DBS check and is not suitable for anyone who has been barred in any way from working with children.

(March 2022)

See person specification below.

POST: OFFICE MANAGER - BAND 4

PERSON SPECIFICATION

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
A minimum of 5 G.C.S.E.s at Grade 4+/Grade C+, including English and maths.	√	
Experience		
Successful experience of working in an administrative team.	√	
Successful experience of working in a school.		√
Successful experience of managing a team.		√
Knowledge / Skills		
The ability to work effectively as part of a team.	√	
The ability to use Office 365, Word, Excel and Powerpoint.	√	
An ability to be flexible and creative.	√	
An ability to use own initiative and work independently.	√	
An ability to communicate clearly both verbally and in writing.	√	
An ability to work calmly under pressure.	√	
An ability to manage own time effectively.	√	
An understanding of the procedures and legislation relating to GPDR		√
An ability to ensure that whole school policies are implemented consistently, including those relating to safeguarding, child protection and student behaviour.	√	
Personal		
A commitment to continued professional development.		√
General		
Good attendance and punctuality record.	√	
Professional dress	√	