



# Acorn Academy

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Headteacher: Mrs C. J. Jaques B.Ed (Hons.), NPQH

## Job Description

|                 |   |
|-----------------|---|
| Title of post:  | Office Manager  |
| Scale:          | 5, points 8 - 11  |
| Responsible to: | Headteacher   |
| Purpose of job: | To manage and work in partnership with other members of the admin team to provide an efficient and effective administrative service for the school. |

## Duties

- To answer the phone in the office and deal with queries from parents and visitors either face to face or on the phone.
- Add messages about pupil absences to Arbor.
- Complete registers on Arbor, as and when required.
- Check registers on Arbor and call all parents of children with the N code (by 9.30 a.m.)
- Add all late children to the register, referring to the home/school liaison officer if required by parents.
- Liaise with the school's home/school liaison officer about any worrying patterns of attendance.
- Complete penalty notice process, including legal action warning letter, as soon as absence trigger is met.
- Arbor management, including the annual creation of registration groups.
- To administer first aid to pupils as required, in keeping with the school's policy.
- Administration of the school's paediatric first aid register, including training.
- To liaise with parents regarding their child's sickness/injury.
- To assist with visits from the school nurse/health immunisation team etc.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school
- To undertake reprographic work as required, including the basic maintenance of the photocopier such as inserting toner and adding paper.
- To maintain manual and computerised data ensuring accuracy and attention to detail.
- To use Parent Mail to communicate with parents when required, including sending newsletter.
- To ensure that all filing is up to date, including children's records when required.
- To draft correspondence, school-based policies and other documentation to the Headteacher's specification.
- Develop and implement appropriate school-based administrative systems/procedures.

- Administration relating to staff absences including the administration of supply teacher cover.
- Maintenance of the single central record (SCR) including processing of supply teacher information.
- Organising enhanced DBS checks.
- To complete recruitment request forms as required by the Headteacher and submit to HR.
- To assist in the recruitment process including preparing interview packs.
- To complete request for appointment forms, following interview, as required by the Headteacher.
- To submit request for appointment forms along with all supporting paperwork to HR.
- To add new staff to Arbor in liaison with the central IT team, ensuring access rights are assigned.
- To liaise with the central IT team to ensure that all new staff have an e-mail address on day 1.
- To update the school's 'who's who' document each time a member of staff leaves or a new member of staff starts, distributing to all staff.
- Process staff leave of absence requests by adding to Arbor and scanning to HR once signed by Headteacher.
- Processing HR tasks that are not covered by the central team.
- To compile induction packs for staff and children, as required.
- To complete the termly pupil census on SIMS.
- Administration of children starting and leaving the school.
- Administration of school events such as end of term performances.
- Liaison with the central services team in relation to nursery invoices, speech and language provision invoices and other invoices such as the shared cost of a taxi for a vulnerable child.
- To upload information to the school's website as required.
- To produce ID badges for new members of staff.
- To manage the fob entry system, producing fobs for new staff as required.
- To ensure that the school holds accurate Pupil Premium Grant information by facilitating the application process for those parents whose children are eligible for this.
- To update the school's inventory when new resources are purchased.
- Collect pupil data for new intake children for reception and nursery and enter information accurately onto Arbor.
- End of school year procedures to be addressed prior to commencement of the new academic year.
- Administration of annual reports to parents.
- To cover the work of other office admin staff when required.

The Trust is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

and expects all staff, volunteers and other workers to share this commitment.

**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.**