**Job Title:** Office Supervisor

**Reports to:** Operations Director

**Grade:** Kent Range 6 19,800 actual (£21,801 FTE)

**Hours:** 37 hours per week plus 10 days

**Job Holder’s Name:** Vacancy **Date:** May 2022

**Purpose of Job**

The role of the Office Supervisor is to manage the efficient running of the school office, reception and reprographics, and to promote the school in a positive manner at all times to staff, students, parents/carers, volunteers and visitors.

**Principal Responsibilities**

* Organise, supervise and monitor the work of the Administration Team to ensure an efficient and effective school office
* Performance manage members of the Administration Team
* Ensure tasks carried out by the Team are completed appropriately and deadlines are met
* Ensure house style is maintained and consistent in home school communications and home school communications are delivered in the most appropriate way (e.g. email, text, letter or website)
* Ensure the school’s Single Central Record (SCR) is maintained at all times
* Complete and carry out Disclosure and Barring Service (DBS) checks as a DBS Liaison Officer as directed by the Human Resources Manager
* Maintain the school calendar of trips and events and monitor the preparation of staff and parent/student weekly updates
* Ensure that data entry for student admission is completed in a timely and consistent format and records are maintained
* Liaise with the SENCO and ensure that the medical care plans and medication are recorded and securely stored in line with school policy
* Re-organise workloads to cover absence and monitor and authorise flexi-leave for the Administration Team

**Other duties**

* Act as a Fire Marshal
* Act as a school First Aider

**Key Skills**

* Good level of education
* Excellent Word and Excel skills
* Ability to use own initiative and work efficiently and accurately under pressure with attention to detail, prioritise tasks to meet demanding deadlines
* A high level of interpersonal and communication skills
* Flexible and efficient
* Experience using SIMS (School Information Management System) would be desirable but not essential

**Agreed by: Approved by:**

*Sharon Pritchard, Headteacher*

**Date: Date:**