**Job Description: School Office Manager**

The Wells Free School: 41 weeks per year; 37.5 hours per week; KR5

*Responsible to: School Business Manager*

**Key duties and responsibilities:**

1. To ensure the day-to-day work of the administrative function of the school office
2. To ensure effective communication with parents and carers
3. To ensure visitors receive a warm welcome and all safeguarding procedures are adhered to
4. To provide administrative support to staff
5. To ensure that the school website is up-to-date and compliant
6. To manage the administration of school meals including holiday vouchers
7. The manage the administration of the Honey Bee Club
8. To order and manage uniform for the school
9. To organise school visits and events for example: the school photographer
10. Liaise with external and internal clubs at school, to ensure that they have up to date registers, medical and (if relevant) dietary info; that visitors are fully compliant with school policies such as ID and DBS for visitors
11. In conjunction with the Attendance and Admissions Officer, ensure all pupils that have left are removed from all online learning platforms.
12. To develop constructive relationships and communicate with all staff and other agencies/professionals
13. ebsite

**Other general responsibilities:**

1. To undertake any reasonable request from the Headteacher, School Business Manager and other members of the Senior Leadership Team.
2. Commitment to the safeguarding and welfare of all pupils.
3. Ensure that all school matters are handled with sensitivity to confidentiality, particularly with regards to GDPR.
4. Contribute to the overall ethos/work/aims of the Free School
5. To be aware of and comply with all policies and procedures.

*From time to time the school office manager may be required to work beyond usual hours, for example during parents’ evening – flexibility is required to help accommodate the smooth running of these events and administration of the school.*