**Job Description: Office Manager & Administrative Lead**

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| **1. ROLE TITLE** |  |
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| Job Title: | Office Manager & Administrative Lead |
| Reporting Line: | Principal & Business Manager |
| Hours: | 08:00 – 16:30 with one hour’s unpaid lunch break, Monday to Friday, term time only + 10 days |
| Salary: | Circa £25,000 per annum full-time equivalent dependent on experience |
| Closing Date: | Monday 17th April 2023 at 9am |
| Interviews:  Start Date: | w/c 17th April 2023  1st September 2023 |

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| **2. PURPOSE OF ROLE**   * To ensure the Principal and Senior Leadership team are fully supported in all aspects of their work and provide an efficient secretarial and administrative service. * To lead and deliver an outstanding front of house and student support service. * To co-ordinate the school’s marketing and communications activities, producing literature and events to promote the school brand. * To coordinate cover across the school for absent teaching and support staff. |

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| **3. RESPONSIBILITES**  Line Management of Reception & Student Services:   * Manage front of house Reception service, ensuring all queries from students, parents and visitors are dealt with promptly and efficiently, including oversight of the school office email account. * Ensure Reception desk is adequately staffed at all times, arranging cover for staff absence where necessary. * Act as fire warden and key identified first aider; liaise with parents and carers regarding first aid incidents involving their child. * Oversee Medical Room, ensuring regular stock audits are carried out and that all policies and records, including accident reporting, are kept up-to-date. * Establish systems and processes for uniform loans, lost property, lockers and stationery shop. * Lead the annual Performance Development Review (PDR) process, setting objectives for reviewees, reviewing progress against these and identifying training needs.   PA to Principal and Senior Leadership Team:   * Manage the Principal’s diary and act as gatekeeper, receiving visitors and providing preparatory support for meetings. * Deal with all correspondence promptly and efficiently on behalf of the Principal. * Manage the organisation and administration of meetings, including Local Governing Body, exclusions, appeals etc., ensuring hospitality is arranged and taking minutes where required. * Manage the administrative transition process of students from primary school, including the Admissions process. * Maintain a file of all school policies, advising the Principal and LGB Chair when they are due for review.   Marketing Officer:   * Assist the Principal with the content and design of all school literature, events and communications, including the school website, ensuring they are updated in a timely fashion. * Compile the weekly parent newsletter and staff bulletin for approval by the Principal. * Refresh the Wye School recruitment pages in line with the United Learning design template.   Cover Administrator   * Put in place cover arrangements for planned and unplanned absences, liaising with external supply agencies where appropriate. * Ensure that the required resources needed in order to effectively deliver the covered lessons are available.   Other:   * Maintain compliance within the school’s data protection policy in all administrative processes. * Support and encourage the school’s ethos and its objectives, policies and procedures.   Any other duties required, commensurate with the responsibility and level of this post. These duties will be reviewed annually. |

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| **4. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**     * Previous secretarial or office experience essential, preferably in a school environment. * Excellent written and spoken communication skills. * Ability to act with discretion and maintain confidentiality at all times. * Excellent planning and organisation skills with the ability to juggle multiple demands. * A creative approach with enthusiasm for branding, design and marketing. * ICT skills to include word processing, spreadsheets, databases and publishing software. * First Aid qualification desirable. |