

Grove Park Academies

Aspire School

JOB DESCRIPTION

**Name**

**Title of Post** Office Manager

**Accountable to** Trust Business Manager and Headteacher

**Responsible for** Office Assistant

**Salary** KR7

**Hours of Work** 37 hours per week, term time only plus 5 days (SDD)

**Job purpose:**

Responsible of the administration of the school office and school office systems (SIMS). To

Provide high level of administrative support to SLT, along with other members of staff, as necessary.

**Specific Duties:**

* Assist the senior leadership team in administrative and clerical duties within the school in full accordance with statutory requirements.
* Line manage administrative staff to ensure effective and efficient support service and that expectations and responsibilities are clearly articulated;
* Maintain the school’s information management system (SIMS) database of pupils and preparation of annual School Census;
* Maintain up-to-date records and information on the School Central record in accordance with safeguarding policy and Ofsted requirements;
* Be involved in the process of pupil admissions, acting as communicator with local authority on admission consultation;
* Be the central point of contact for EHCP organisation process, collate EHCP information after the annual review, maintain up to date EHCP information and liaise with teachers, professionals and the local authority;
* Responsible to arrange meetings with all professionals for annual review meetings;
* Attend meetings and document actions arising from those meetings. Prepare, take, type and circulate minutes and record information and action points;
* Contribute to the development of policies for school support function;
* Provide support, advice and guidance on administrative issues to staff and the governing body;
* Responsible for completion and submission of forms, returns etc., including those to outside agencies.
* Raise requisitions for equipment and resources as required in line with financial procedures.
* Undertake typing, word-processing and other IT based tasks including production of letters, reports and schedules, and operate relevant equipment/ ICT packages e.g. Microsoft Office applications, school website;
* Responsible for keeping the website up to date, uploading policies and letters, sending information to parents;
* Undertake reception duties and deal with answering routine telephone enquiries and visitors;
* Have an overview and manage visitors and book meeting spaces where relevant.
* Liaise with other staff, pupils, parents/carers and external agencies.
* Maintain the office stationary and consumable stock;
* Provide general clerical support, such as photocopying, filing, liaising with third parties, completing routine forms and responding to routine correspondence;
* Take part in managing the health, safety and welfare of staff and other people on school premises as directed by the Headteacher. Be responsible for first aid cover and training, maintaining records and supplies
* Cover receptionist/administrator absence and work cohesively together with other members of administrative team to ensure the smooth running of a school for pupils and all those involved.

**General duties and responsibilities:**

* To help promote positive behaviour, ethos and values;
* To be committed to the safeguarding and welfare of all children;
* To show commitment to Equal Opportunities to all children and adults at Aspire;
* To work with colleagues in ensuring efficient and responsible use of resources and equipment;
* To accept joint responsibility with others, who work at Aspire, for the general appearances of the building’s interior appearance, including general tidiness and displays;
* To understand and follow all policies;
* To work together collaboratively and professionally, being diplomatic and tactful;
* To be a good role model in speaking and listening, using correct grammar;
* To report any concerns directly to members of the Senior Leadership Team.

**Grove Park Academies** are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

This job description may be amended at any time, with your agreement, to reflect or anticipate changes in the job. This job description will be reviewed annually or when necessary.

You may be asked to work between Aspire and Grove Park Primary School’s sites.

**Declaration**

As part of the risk by association legislation I will inform my line manager immediately if anyone in my household has been cautioned or convicted of a sexual assault or violent offence; my own children are subjected to a court order; or if I have been disqualified from private fostering.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_