

Job Description

Office Manager

Responsible to: Headteacher

Salary Grade: Scale 5

Full time/Part time: 37 hours per week, 39 weeks per year

Job Purpose

To be responsible for the management of the administrative support function, ensuring the provision of an effective and efficient service. To be responsible for office personnel matters and office staff development in liaison with the Headteacher.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- Overall responsibility for all work undertaken by the administrative support staff, to allocate and monitor workloads, and ensure appropriate training for all new office support staff
- Responsible for the identification (where appropriate) and allocation to admin staff of new tasks
- Responsible for the administration in relation to admissions including communication with parents/carers, providing data to Essex County Council
- Responsible for maintaining the Single Central Record (SCR) and with regard to voluntary helpers in school complete online applications, ID verification and DBS checks as necessary.
- Act as confidential secretary to the Headteacher
- Responsibility for ensuring that Sigma People and Culture team receives the information they require regarding staff appointments
- Responsible for ensuring that all pupil and payment records are securely stored and that access is restricted to authorised personnel
- Ensure that pupil records are kept up to date, new pupils added to system and leavers removed at the appropriate time
- Manage the admission process in liaison with the headteacher, ensuring all new pupils are admitted correctly according to the admission criteria and liaise with Essex County Council Planning and Admissions department to identify places in school
- Manage the pupil daily registration process. Check online registers and provide information to enable appropriate staff to follow up absences
- Manage leavers, liaise with Secondary Schools and ensure all pupil records and CTF files are

forwarded appropriately.

- Act as the designated Medical Lead by overseeing first aid arrangements, managing illness or injury incidents, maintaining and restocking equipment, and coordinating swiftly with emergency services and professional medical help when required.
- Ensure first aid kits are checked termly and arrange First Aider training for new First Aiders and for those whose three year certificates have expired
- Ensure information about pupil allergies is communicated to all relevant staff
- Administer daily medication as and when required ensuring the parent/carer has completed the Medication Permission Form first.
- Undertake appraisal for identified members of support staff and to ensure an effective appraisal system is operated for all members of the administrative support staff
- Responsible for the office email account. Check regularly and forward emails as appropriate to other staff members. Ensure emails are dealt with and responded to promptly.
- Monitor the internet for relevant information – in particular the Essex home page – and act on information received. Access the secure site, S2S, Key to success, as necessary.
- Manage the school's website with school letters, home learning and new policies.
- Produce a database of standard letters, forms etc using standardised school format, ensure an effective file management system and ensure office staff use standard documentation as appropriate
- Take particular responsibility for dealing with complex enquiries or difficult visitors/callers referred from Reception as required
- Act as the school's link to People & Culture
- Liaise with SENCO and Learning Mentor to identify pupils who qualify for FSM & Pupil premium, to ensure school received the appropriate funding

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.