



Job Title	Office Manager at Warden Park Secondary Academy
Reporting to	Headteacher
Contract	Permanent
Grade/Salary	Grade G
Hours	37 hours per week, Term time only plus 3 weeks to be worked over the school holidays and Inset days
Pension	Local Government Pensions Scheme (LGPS)
Responsible for	Administrative duties for Headteacher, manage the Academy Office and responsible for the Office Administrative staff

The School Office Manager is responsible for ensuring the Headteacher is fully supported in all aspects of their work and for overseeing and assisting the daily administration of the school office including line management of Academy administrative staff within a busy school environment. They are also responsible for administrative and organisational processes within the school, maintaining confidentiality at all times and for all procedures relating to the Single Central Record.

Personal Assistant

Provide efficient administration and secretarial assistance to the Headteacher, and the wider leadership team, as required. This includes but is not limited to:

- Establishing and maintaining good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- Managing the Headteacher's diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making meeting and travel arrangements.
- Organising meetings, conferences and events (internal and external) on behalf of the Headteacher, including refreshments and taking minutes as required.
- Maintaining accurate records of meetings, including distributing agendas, taking formal minutes, circulating relevant documentation and chasing staff on outstanding actions to ensure they are completed and deadlines met.
- Maintaining a file of all school policies, advising the headteacher when they are due for review and/or are due to be updated due to changes in legislation/guidance.
- Screening and prioritising any complaints, ensuring acknowledgements are sent, investigation officers appointed and outcome is provided according to the trust's complaints policy and procedures.
- Liaising as required with governors, staff (teaching and support), students and parents/carers on behalf of the Headteacher.
- Providing support to the Head with the production of the School Development Plan and School Self Evaluation Form documents.

Marketing and Communications

Take the lead role in coordinating internal and external communications and the development of marketing material. This includes but is not limited to:

- Managing the development and production of marketing material including the school prospectus.
- Maintaining the school website in terms of statutory documentation ensuring information is available and up to date.
- Co-ordinating advertising and articles relating to the school in educational publications, the local and national press and through agreed social media channels.
- Liaising with outside agencies on ad hoc projects involving marketing, designing and printing school-related publications.
- Producing a high quality school newsletter that fosters community engagement.
- Supporting the maintenance and publication of the school calendar.

Organisation

Support the wider efficient running of the academy and related administrative processes and procedures. This includes but is not limited to:

- Ensure the effective operation of the academy reception/office, so that all visitors, staff and pupils are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location
- Safeguarding – oversee entry/exit procedures to/from the academy for all staff, pupils, parents, carers, volunteers and visitors – oversee the Single Central Record.
- Oversee the maintenance and updating of information held on school system(s) including student and staff records, emergency contacts, data required for the completion of returns, for example, for the DfE.
- Assist in the collation and preparation of statistics, management information and reports as required by the headteacher, the governors, auditors, the local authority (LA), and the DfE.
- Coordinate the collection, entry and extraction of data required to complete statutory returns.
- Liaise with the Trust's central HR team in relation to staff personnel or payroll enquiries.
- Oversee absence of academy staff in liaison with Headteacher, SLT and central HR team, ensuring it is accurately recorded on appropriate management information systems.
- Support recruitment processes for academy staff through advertising, collating documentation, arranging and facilitating interviews and undertaking safer recruitment checks.
- Assisting in the induction of office staff, focusing on the training needs of any new member of the office/support staff and wider induction of all staff of new academy systems and ways of working.
- Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
- Joint coordination of Managing Medicines within the Academy ensuring policies are up-to-date and training staff accordingly.
- Line management of school medical officer (ensuring appropriate cover and support is in place) and organisation of vaccinations.
- Ensure an appropriate number of first aiders, fire wardens and other required designated roles are allocated and training certification is maintained in liaison with the central operations team. Act as a first aider and ensure reception staff are also trained in first aid and able to provide assistance to the school medical office.

- Where appropriate, provide necessary reactive and initial accident investigation and collate initial information for insurance claim.
- Overall responsibility of any queries relating to the management of admissions procedures in line with WSCC and in line with the schools' admissions policy.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.