



Job Title:	Office Manager	Position Type:	Full Time, Mon-Fri, 8.00-16.00
Location:	Harpenden Academy Vaughan Rd, Harpenden, Herts, AL5 4EN	Date posted:	10 November, 2015
Level/Salary Range:	H4/H5 depending on experience	Posting Expires:	20 November 2015
HR Contact:	Kathryn Jackson	Contract:	Permanent 40 weeks per year (term time, inset days plus 1 week)

Applications Accepted By:

Email: recruitment@harpendenacademy.org

Tel: 01582 716910

Job Description

KNOWLEDGE AND EXPERIENCE

IDEALLY, THE CANDIDATE WOULD HAVE:

- Leadership and management skills
- School administration experience
- Experience using school database systems (SIMS)
- Good numeracy and literacy skills
- Accuracy and attention to detail
- Ability to use standard office software
- Customer services skills
- Ability to work in a team
- Friendly manner

ROLE AND RESPONSIBILITIES

Management

- Ensure the effective operation of the school reception/office, so that all visitors, staff and pupils are greeted in a friendly and appropriate manner. To act as the first point of contact for visitors / telephone enquiries, providing general advice, information, assistance where possible and redirecting as required.
- Establish and use effective methods to review and improve administrative systems to ensure maximum efficiency of the office function to support both staff and parents. Ensure systems are streamlined to maximise efficiency and avoid duplication.
- Be responsible for the performance management and professional development of the office team (currently an office administrator)
- To manage and be accountable for the administrative assistant. To supervise and oversee the work of the administrative assistant and ensure any Staff Training required is provided externally or internally.

General

- Manage the clerical systems for school meals. Collating dinner registers and liaising with the kitchen
- Check all incoming emails and allocate emails to appropriate members of staff. Ensure the despatch of all outgoing mail.
- Draft, proof read and distribute school communications
- Produce and edit the weekly school newsletter, The Voice
- Manage the class register process and chase absences. Monitor and record attendance data and produce necessary reports for review by the Principal.
- Ensure all Staff Absences are recorded.
- Assist with supply cover arrangements for planned and unplanned staff absences to ensure the smooth running of School.
- Arrange appointments and maintain the school diary liaising with the PA to the Principal and the Assistant Principal.
- Organise and administer all School Trips and workshops liaising with Staff, Parents and Providers.
- Organise co-curricular clubs run at lunchtimes and after school. Setting up logistics and liaising directly with club providers.
- Manage and update on a regular basis the SCR and ensure Vetting and Barring procedures are adhered to and administered within the School. Complete the workforce census and the main school census.
- Carry out routine financial and administrative tasks, including but not limited to the collection of money, preparing invoices for our breakfast club and after school club under the supervision of our School Business Manager.
- Maintain the School Admissions and Transfer records. To maintain Staff Records and liaise with the Business Manager
- Ensure all pupil and staff contact information is updated on a regular basis.
- Manage any pupil emergencies as they arise, ensuring all necessary procedures are followed and that both pupils and parents/guardians are dealt with in a sympathetic manner.
- Organise and supervise twice yearly school photographer.
- Maintain stationery stock levels and order staff resources
- Open, sort and distribute internal and external mail.
- Offer reprographics and IT support and manage any unresolved queries directly with our external support agencies.
- Designated First Aider offering first aid to children and staff (Training will be provided). Ensure first aid boxes are fully equipped around the site.

School Database Management: SIMs (School Information Management System)

- Assist in the enrolment procedure, to maintain pupil and staff databases together with the maintenance of class and dinner registers as necessary, ensuring that all records are up to date

- Establish academic years within SIMS, maintain and amend the structure as required throughout the year.
- Be responsible for the year end routines in SIMS. Updating documentation, computer records, etc. as necessary.
- Maintain/update the school student database, training staff as and when required.
- Be responsible for both manual and computerised student records for admissions/leavers.
- Be responsible for informing any parties of new and leaving students via CTF and other appropriate files.
- Be responsible for extracting/producing reports for staff and external agencies including the school Census.
- To be responsible for the security of access to the SIMS administration network, allocating SIMS access and monitoring passwords as appropriate.
- Take responsibility for inputting end of key stage data, targets etc
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

EQUALITIES

Be aware of, and support, difference and ensure that the school's equalities and diversity policies are followed.

HEALTH AND SAFETY

Be aware of, and comply with, policies and procedures relating to: child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

SUPERVISION

The jobholder is managed by the School Business Manager. All non-routine decisions are referred upwards.

CONTACTS

The jobholder works with all members of staff in the school and has frequent contact with parents and visitors.