



Sacred Heart Catholic High School

Job Description

Post Title:	Office Manager
Salary Scale:	N6
Responsible to:	Admin Services Manager
Responsible for:	Administration Assistant(s)

Job Purpose

In all aspects, the post holder must faithfully and effectively implement the Aims and Policies of this Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and high standards of student behaviour are maintained and strengthened.

Main Duties/Responsibilities

- Lead the school admin team and ensure smooth running of the office.
- Set up and maintain efficient office systems within the school's admin office, including manual and computerised information retrieval systems, ensuring staff are regularly trained in these technologies.
- Producing letters, documents, briefing papers, reports and presentations, taking minutes as required.
- Photocopy, distribute and filing of documents as appropriate.
- Ensure all school documentation is maintained and updated. Modify school newsletter, website and Facebook page.
- Contribute to the completion of whole school administrative priorities at key points in the school calendar e.g. school booklets, data forms, information for parents.
- Develop a strategy for the on-going collation, analysis and evaluation of parental voice, e.g. Insight, email and telephone contact and reporting to leadership as appropriate;
- Ensure the delivery of effective and efficient administrative/whole school/ reception service;
- Welcoming, looking after and providing hospitality for school, SCITT (Self Centred Initial Teacher Training) and Teaching School visitors;
- Manage the quality assurance, accessibility, compliance and reliability of the school website.
- First point of contact in school for complaints, taking initial details, directing to the Senior Leadership Team and responding as necessary.
- Support with the organisation of support staff induction and the administration and arranging all staff training;
- Undertake performance management with the administration team, including 1:1 management meetings, department meetings and appraisal meetings, as appropriate.
- Organise the administration of examination results and organising the work time of administrative staff, including call days, especially for the two days of public examination results (GCSE and A Level).
- Organise admin cover for the general office during school holiday periods.
- Support the Head's PA in HR matters, as required.
- Support the SCITT/Teaching School Manager as required.

This job description may be amended by the Head teacher after consultation with the post holder.
--