



Holywell School

Job Description

Office Manager

(with responsibility for Admissions and Attendance)



LIVE LIFE IN ALL ITS FULLNESS (John 10:10)

At Holywell, our vision is:
to be an outstanding Christian learning community
where everyone is valued as a unique individual
and where everyone feels safe.

We will aim to be the best we can possibly be,
to treat others as we wish to be treated
and to make a positive difference to our community and beyond.
We strive to be peaceful problem-solvers with open minds and hearts,
living God's love
and being kind.

- JOB TITLE:** Office Manager
(with responsibility for Admissions and Attendance)
- REPORTS TO:** Headteacher and Business Manager
- SALARY SCALE:** NJC Scale 4A points 11 - 15
(£19,981 - £21,628 actual salary)
(Depending on experience)
- WORKING PATTERN:** 8.30 to 4.30pm Monday to Thursday
8.30am to 4.00pm Friday
Term Time Only (including 5 INSED days) plus 10 days
worked in school holidays by negotiation

JOB DESCRIPTION

You are required

- To lead the School Office Team, ensuring smooth communication, fair and appropriate allocation of work to enable the smooth running of the school.
- To be the Admissions Officer for the school - to be the first point of contact for admission requests and to monitor and manage the admissions to the school.
- To be the Attendance Officer for the school – to work alongside the senior leadership team on all matters related to attendance (inc. liaison with EWO).
- To be the Lead Professional for First Aid and liaison with external medical services
- To be the SIMS administrator for all student-management matters.
- To be committed to safeguarding and to promoting the welfare of children and young people.
- to act in accordance with the ethos, policies and practices of Holywell School
- to carry out duties with due regard to the School Code of Conduct, Safeguarding guidelines and Equal Opportunities requirements.

MAIN DUTES AND RESPONSIBILITES

Leading the School Office Team

1. To organise and supervise the work of the clerical, administrative staff, including the allocation of work, monitoring of workloads and carrying out annual appraisals.
2. To manage communication with parents, via Parent Mail, Weduc, letters and emails.
3. To manage the parent/teacher booking system for Parents' Evenings.
4. To provide an efficient service in taking telephone and email messages and passing on to staff/students as required.
5. To deal with routine enquiries.
6. To be first point of contact between parents and school and for all visitors to the school.
7. To liaise with external agencies with regard to administrative matters – including particular bus schedules and bus passes.
8. To sign for deliveries to the School, ensuring goods flow through the correct channels.
9. To manage the Admin Budgets, resources, telephone, postage costs etc.
10. To manage the administration of Free School Meals, liaising with the catering providers on a daily basis.

Admissions Officer

11. To be responsible for all admissions into Holywell liaising with external agencies, parents etc. Using online SAMS to obtain information - including the relevant emergency care plans. Working with two local authorities because of the location of the school.
12. To work closely with Head of Key Stage 2 for the smooth transition of the Year 4 students joining Holywell.
13. To undertake tasks relating to the transfer of all students out of the School, liaising with the Upper School and with any schools to which the students may transfer.

Attendance Officer

14. To oversee attendance and ensure good practice is maintained
15. To work with a Deputy Headteacher to monitor and improve the overall school attendance.
16. To provide relevant liaison with Education Welfare Officer and Senior Leadership Team as necessary.
17. To work with external agencies, e.g. Educational Welfare Officer and School Nurse, Social Services, school photographer, ensuring that their visits to School operate efficiently.

First Aid

18. To manage the function of First Aid, ensuring that First Aiders are trained and that training is refreshed in a timely manner.
19. To administer First Aid treatment to staff and students when required (inc. escorting students home or to hospital in emergencies).
20. To record sickness and injuries in the Accident Book.
21. Using Assess Net reporting system to record Accidents at School, to record incidents and near misses on paper accident forms.
22. To liaise with parents regarding medication.
23. To be responsible for the Administering Medication Policy.
24. To oversee the function of administering medication in school and to ensure staff are both aware of student needs and trained appropriately.
25. To administer medicines to students as and when required.
26. Arranging with the school nurse training for students with care plans. Communicating this information to teachers.

SIMS (School Information Management System)

27. To work with and maintain our student database (SIMS), ensuring all information is kept up to date.
28. To regularly monitor and update the database, changing information in a timely manner
29. To allocate (and reallocate) students to classes.
30. To prepare student timetables.

GENERAL RESPONSIBILITIES

31. To maintain confidentiality at all times in respect of school-related matters and to prevent the disclosure of confidential and sensitive information in line with GDPR regulations.
32. To uphold the good reputation of Holywell School at all times.
33. To practise and promote fair and equal treatment of staff, students, parents and visitors throughout the course of performing all duties with this job description.
34. To undertake any other duties of a similar level and responsibility as may be required from time to time.

Reviewed June 2020