**Job Profile**

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| **Reference** | | PVSOM Grade F |
| **Job Title** | | Office Manager (with up to 3 staff) |
| **Main Job Purpose** | | To manage the school front office by undertaking administrative processes and supervising other support staff |
| **Working Hours** | | Term time only + 1 week  8.00am-4.00pm Monday- Friday with half an hour for lunch – 37.5 hours per week |
| 1. | Manage the work of support staff (Receptionist & Admin Support) and supervise, train and develop administrative staff as appropriate | |
| 2. | To carry out first day attendance response, maintain records of absence/lateness and highlight any concerns to the Senior Leadership Team | |
| 3. | To be responsible for ordering resources and manage the stock control of the stationery cupboard to include photocopying paper, ensuring best value | |
| 4. | Manage the stock of uniform and ongoing liaison with the uniform supplier | |
| 5. | Co-ordinate x6 Parents Evenings per academic year and attend as appropriate | |
| 6. | Co-ordinate Futures Evening | |
| 7. | Support Presentation Evening administration | |
| 8. | Co-ordinate vaccinations x3 per academic year | |
| 9. | Administer outward facing communications from PVS. Facilitate training to other team members as appropriate | |
| 10. | Co-ordinate daily detention administration | |
| 11. | Co-ordinate leavers day – order hoodies etc. | |
| 12. | Support end of Year 11 prom | |
| 13. | Co-ordinate and administer school photos - individual and groups | |
| 14. | Co-ordinate multi agency meeting – attend meeting and prepare minutes if necessary | |
| 15. | Undertake staff appraisals as appropriate | |
| 16. | Meet regularly with Bursar to review workload/issues | |
| 17. | Prepare documentation as required by SLT | |
| 18. | Co-ordinate student medical records in the school office | |
| 19. | Ensure adequate supplies of general stationery for the school | |
| 20. | Support preparation of resources for teaching staff, as required | |
| 21. | Willingness to undertake training, as required (First Aid) | |
| 22. | Management of school trips/visits using the Sco Pay accounting system to include reconciliation of bank statements, co-ordination of income and expenditure for individual trips and visits. To include setting up new cost centre in support of events and monitoring accordingly. Financial experience beneficial. | |
| 23. | Provide support to Bursar, as requested | |
| 24. | Attend weekly briefings and communicate as appropriate | |
| 25. | To participate in training and other learning activities and performance development as required | |

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| **Supervision and Management** |
| * The jobholder has responsibility for supervising the school receptionist and additional admin support, as appropriate |
| **Creativity and Innovation (i.e. Problem Solving)** |
| * The work undertaken by the post holder is largely regulated by laid down procedures but there is some need to resolve routine problems, e.g. when dealing with callers or queries from school staff. |

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| **Contact** | **Reason for Contact** |
| School staff, pupils  Visitors to the school, parents  Governors & other professionals | Routine information relating to administrative procedures, lost property arrangements, sorting incoming mail etc.  Welcoming visitors, being one of the first contacts in relation to complaints, concerns from parents etc. |
| **Decision Making** | |
| * Work is carried out within clearly defined procedures but the jobholder may decide on the order in which to carry out work. | |

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| **Resources** |
| * To be responsible for ordering resources, ensuring best value * To manage financial administration procedures in line the PVS Financial Procedures * To provide advice and guidance to staff on administrative issues * The jobholder is accountable for the accurate handling and security of incoming cash |

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| **Working Environment** |
| The job involves regular high usage of IT equipment.  The jobholder is a key point of contact for the general public and the reason for the contact may be contentious. |

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| **Knowledge and Skills** |
| The jobholder requires office skills including word processing, cash handling and dealing with telephone calls/visitors. New starters are required to learn and apply procedures governing office work within a school setting. Previous financial experience would be beneficial. |