



HENDON SCHOOL JOB DESCRIPTION

Post:	Office Manager
Reports to:	Assistant Headteacher
Responsibility for:	3 x General administrator (and working closely with the Data Manager and the Cover Manager)
Grade:	24-28
Contract duration:	Permanent.
Hours of employment:	36 hours per week, 52 weeks a year. Some evening work may be required at various times during the year. Notice will be provided and this may be claimed as 'time off in lieu'.

The Office Manager is a key position at Hendon School, ensuring the delivery of efficient and effective student administration and administrative support to our staff. As well as working with student data and school website, the Office Manager delegates tasks, monitors workflow and develops processes and systems to ensure that the Administration Team respond to the needs of the School. They will also be required to complete specific administrative tasks and support the team of administrators during peak periods by participating in general admin duties. The role holder will promote a collaborative team that can flexibly respond to the different demands, peaks and troughs of workload throughout the academic cycle.

Line Management

3 x General administrator

Summary of key duties and responsibilities (*This list is not exclusive or exhaustive*)

1. Leadership of the Administration Team

The Office Manager has responsibility for the strategic overview of the work of the Administration Team, ensuring that deadlines are planned for and met, and that work is scheduled efficiently.

- Day to day administrative support for teaching staff and administrators
- Co-ordination of the 'on-boarding' of new staff
- First port of call for agency staff and ensuring the smooth running of cover throughout the school day.

- Produce template letters (including using mail merge) for a variety of topics.
- Management of large-scale photocopying jobs on behalf of teachers and leaders.
- Coordinate refreshments for internal meetings and school events.
- Support School events such as Prospective Parents Evening and Year 6 Induction Day by completing tasks such as collating packs, letters and setting-up.
- Support Heads of Year in the setting up of admission meetings for in year applicants.
- Attend meetings to take notes where appropriate.
- Provide administrative support to other events and tasks in the academic year such as SMART futures, Enrichment Days, CATS testing administration and 'Options'.
- Oversee the updating and daily running of the student data system

2. Administration of Data

The Office Manager has responsibility for the accurate inputting and maintenance of staff and student data in the school management information system (MIS) and other platforms used to record/share data in conjunction with the Data Manager.

This will include, but is not limited to:

- Updating of staff information to support timetabling
- Managing usernames and permissions for staff
- Liaising with ESS to support staff with Sims issues
- Uploading student information including student photographs
- Supporting the Data Manager with the inputting and collection of data
- Amending student timetables as and when necessary
- The management and updating of Parent mail
- The management and updating of Parent Cloud

3. Marketing

The Office Manager is responsible for the marketing and management of the School Website (whole school and 6th Form Site).

This will include, but is not limited to:

- Uploading of letters and the updating of the ticker to reflect important messages for parents/carers
- Maintenance and uploading of Hendon News
- Development of the website and other marketing to positively promote the school
- Communication with the Alumni and Old Hendonians
- Ensuring consistency across the school sites

The Office Manager will be expected to undertake such other duties as directed and required, within the reasonable scope of the role.

The content of this job description may be reviewed in consultation with the post holder as necessary, without change to the level of responsibility appropriate to the grade of post.

Office Manager - Person Specification

Essential Criteria Qualifications

- Educated to degree level **or** relevant qualification in business administration **or** equivalent experience.

Experience

- Substantive experience in administration support, preferably in similar setting.
- Line management experience including conducting appraisals.

Knowledge

- A basic knowledge of the academic cycle and major admin functions within a school.
- Knowledge of a range of Microsoft Office applications.

Personal Qualities

- Ability to demonstrate commitment to Equal Opportunities.
- Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge.

Skills & Abilities

- Ability to coach, train and monitor others to develop a team.
- Ability to work in an organised and methodical manner.
- Ability to maintain efficient record keeping systems.
- Ability to identify work priorities and manage workloads to meet deadlines whilst ensuring that lower priority work is kept up to date.
- Demonstrable 'teamwork' skills; reliable, constructive, good listening skills, cooperative, flexible and open.
- Ability to deal with sensitive situations and management of conflict.
- Strong IT skills and ability to share knowledge with others.
- Clear and professional communication style.
- Ability to encourage and motivate a team.
- Ability to show sensitivity and objectivity in dealing with confidential issues.

Other

- Emotionally mature attitude to issues surrounding student safeguarding, welfare and child protection, appropriate to the nature of the duties and responsibilities of this role.
- Positive attitude to diversity and equality issues with a demonstrable understanding of the community's responsibility to create a welcoming, fair and inclusive environment.

Additional Desirable Criteria

- Experience of working in an academy or school.
- Knowledge of budget management.

Hendon School is committed to the protection of children and expects all members of the community to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.