



ST. BEDE'S COLLEGE

Job Description

(Overview, Role Detail and Person Specification)

Role Title:	School Office Manager
Reports To:	Bursar
Hours:	Full time Term Time + 7 Weeks
Grade:	S28 – S30 (£26,707 - £28,695 FTE) depending on experience up to £26,818 actual.
Direct Report	Receptionist (x2 P/T) Attendance & Reprographics Assistant x 1 SIMS Manager x 1 and Administration Apprentice x 1

Job Purpose

Under the guidance of the Bursar be responsible for the day-to-day management of the school office and reception functions including the supervision of all administrative and office routines. In addition, the post holder will provide the Senior Leadership Team (SLT) with a comprehensive administrative support service. This will require an element of flexibility and good organisation skills.

Main Areas of Responsibilities

The main responsibilities of the School Office Manager include (but are not limited to): -

- To manage the efficient and effective running of the school office, devising new systems as required, improving business efficiency and quality standards and contribute to the planning and development of the support service.
- Managing the Colleges GDPR Policy and Compliance in Liaison with Bursar, HR, Marketing and Development along with Admissions.
- Provide confidential administrative support to the Senior Leadership Team in areas such as
 - Safeguarding, Pastoral Care, Staff Training, Health and Safety, maintaining diary Provide and maintain accurate administration of pupil leavers, including notifying LEA and relevant agencies. Ensuring this is carried out in compliance with regulations.
 - Maintaining accurate records and providing administrative support in relation to the admission of overseas students
 - Monitoring Tier 4 overseas students sponsored by the College
 - Updating SIMS with relevant VISA and passport information
 - Taking Minutes where needed at: -
 - Weekly Staff Briefing
 - Health and Safety Meetings
 - Safeguarding Meetings

- To ensure the provision of a pleasant and efficient reception as first point of contact for parents and all visitors to the College.
- To assist with the management and maintenance of computerised and paper pupil records including courses, admissions and reporting.
- To ensure the accurate recording of attendance data on SIMS and reasons for absence including the maintenance of registers.
- Continual drive to improve administrative processes across the College, leading SIMS Development and administration to ensure the college strives to improve efficiency and accuracy.
- To ensure accurate administration of behaviour & academic management records.
- To deal with queries and provide information about pupils in person, by telephone and by email including the production of references for current and past pupils.
- To assist in the production of class lists, pupil / staff timetables and other staff data held on SIMS
- To provide administrative support in relation to the admission process relating to overseas pupils.
- To ensure the efficient running of the School Reprographic service including the management of office supplies and stationery.
- To assist in the organisation and provision of administrative support to College wide events e.g. open evenings.
- Provide the Senior Leadership Team (SLT) with a comprehensive administrative support service.
- To assist with the management and maintenance of the College Calendar.
- To be aware of and comply with College policies and procedures (e.g. Safeguarding, health and safety, data protection, confidentiality) and reporting concerns as appropriate.
- This job description is not exhaustive and the post holder will be expected to undertake other reasonable duties required by the Bursar.

Person Specification

Criteria	Essential	Desirable
Experience / Knowledge	<ul style="list-style-type: none"> • Experience of working in an office environment. • Experience of supervising staff. • Experience of a wide range of administrative functions. • Knowledge of Safeguarding and Data Protection. 	<ul style="list-style-type: none"> • Experience of working in a school office environment.
Skills, Attributes and Abilities	<ul style="list-style-type: none"> • Excellent working knowledge of Microsoft Office (Word and Excel). • Excellent interpersonal skills. • Strong organisational skills. • Ability to communicate effectively, orally and in writing. • Ability to work collaboratively and lead a team. • Ability to interpret varying situations and solve problems on a day-to-day basis. • Ability to cope with conflicting demands, deadlines and interruptions. • Ability to deal with sensitive and confidential issues. • An understanding of the school's ethos and to work with all to promote the aims of the school. 	<ul style="list-style-type: none"> • Working knowledge of SIMS / SIMS Pay
Qualifications and Training	<ul style="list-style-type: none"> • A good level of general education preferably to A Level standard or equivalent. 	<ul style="list-style-type: none"> • Recognised qualification in Business / Administration
Other Requirements	<ul style="list-style-type: none"> • Willingness to be flexible with working hours to respond to the needs of the school. • Commitment to attend evening meetings and events as required, 	