



The Shropshire Gateway Educational Trust

Lacon Childe School

Office Manager

Fulltime, permanent position 37 hours per week all year around.

Salary within range NJC Scale 5 points 12 -17 £22183- £24491

This position carries an annual leave allocation of 26 days plus public holidays.

Hours: 8am - 4pm, full time, (all year round plus annual leave entitlement, to be taken in the school holidays).

Progression is subject to annual performance management.

Reporting to Headteacher.

Overall purpose: To lead on the administrative requirements of a busy secondary school

Main Duties and Responsibilities:

The Office Manager will have experience in:

- Schools Data Processes
- Administration Management
- People management skills

They will have,

- Excellent administration skills
- Excellent interpersonal skills
- Excellent IT skills
- A proactive and can-do attitude
- Problem solving skills
- Excellent time management skills as well as the ability to organise and prioritise in an efficient and effective manner

To work to ensure school administration matters are dealt with efficiently and in line with statutory or school procedures.

This includes but is not limited to.

- Supporting the Headteacher in whole school administration needs
- Implementing Trust and school policies,
- Line managing a team of administrators to deliver all school administrative tasks
- Conducting the performance management processes for this team and dealing with all training needs
- To lead on creating a focused team ethos in line with school protocols
- To oversee standards and processes in Reception, Resource services and pupil management systems
- To have an understanding of practices and procedures across the Trust
- To lead on pupil record management using the school's information management system
- Leading on all whole school communication in its various formats
- Leading on ensuring that safeguarding procedures are adhered to at all times,
- To assist other lead professionals within the Trust
- Help to promote the Trust's policies and procedures
- To apply best value principles to secure resources for the Academy
- To keep knowledge up to date and current in relation to statutory compliance practices by attending appropriate training as required
- To have responsibility for the school's educational visits and trips system and to support staff in its use.
- To lead on maintaining an interesting and statutory compliant school website. Developing its content proactively
- Leading on social media in its various formats
- Leading on school marketing
- Promoting use of IT and electronic systems
- To ensure software passwords and access rights are allocated appropriately and maintained
- Establish and maintain effective relationships and communication with all staff
- To undertake administration staff induction as required
- To take part in an annual staff performance review with the line manager
- To promote appropriate professional development through own personal learning and support for colleagues

- Being proactive in reviewing and updating processes to ensure cost-effectiveness and efficiencies.
- Any other duties relating to the nature of the role as determined by the Line Manager.

- To have due regard for safeguarding and promoting the welfare of children at all times
- Follow all associated child protection, safeguarding and safer recruitment policies as produced by the Trust

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.