



GREATFIELDS SCHOOL

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Great Careers

JOB PACK

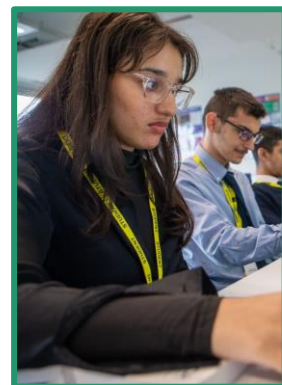
POST: Office Manager

SALARY: APT&C Scale 6 pro-rata, from £30,195 to £31,141

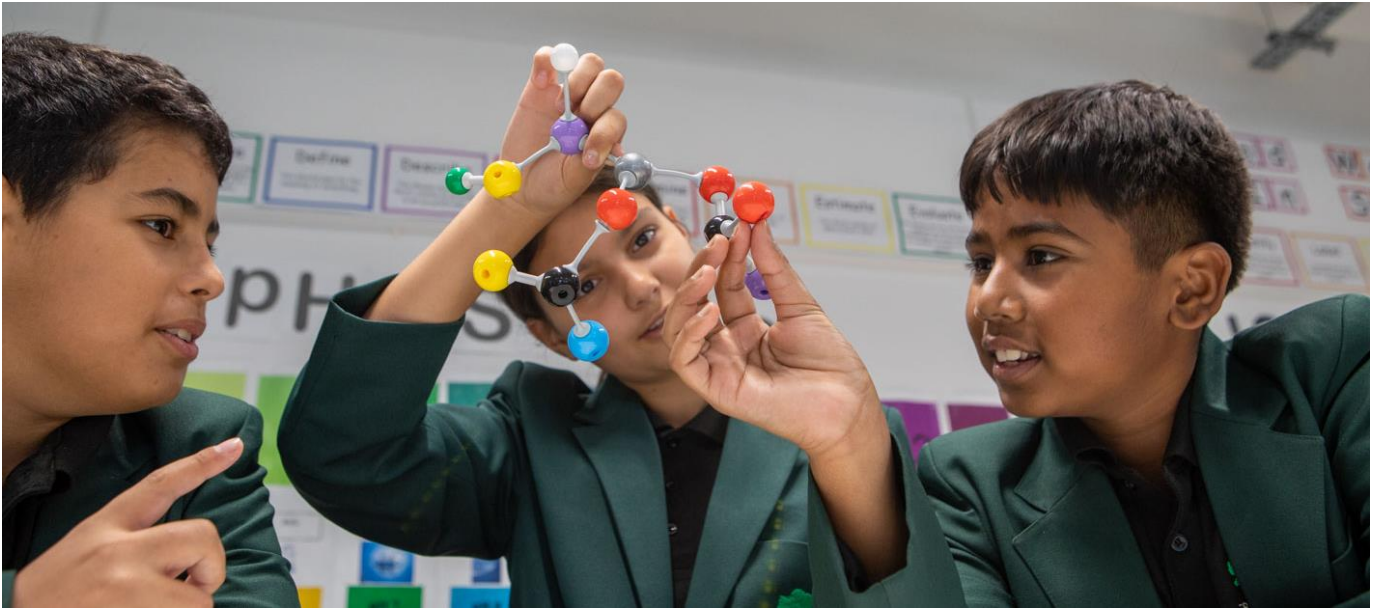
HOURS: 35 hours per week, term time plus 3 weeks

CLOSING DATE: Friday 31st May 2024 at 12pm

INTERVIEWS: Tuesday 4th June 2024



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.



The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 970 students, and our Sixth Form opened in September 2022.

Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital; and to develop their levels of resilience, determination and work ethic.

We also passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

Finally, we care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



Job description

Line manager: The postholder will be responsible to the School Business Leader.

Key Areas of Responsibility

1. Office Management

- To manage and oversee the day to day running of the Main Office and line management of the Receptionist(s) and all Office Administrators.
- To ensure the reception and office environment provides a welcoming experience for visitors and staff and gives a good first impression of the school.
- To ensure that Office based staff fulfil their duties as set out in their job descriptions and follow normal school procedures.
- To oversee the professional performance of these staff and provide and give advice on appropriate INSET.
- Ensure the implementation of the School's Performance Management policy and appraisal systems.
- Allocate responsibilities and duties so as to ensure continuing professional development.
- To oversee cover arrangements for the Reception in order to facilitate the smooth running of the Main Office.
- To provide induction for all new staff joining the main office team.
- To take a full part in the recruitment, development and retention of the main office team.
- To lead by example to ensure high standards of professionalism, judgment and attendance.
- To pro-actively manage a rota so that the Reception is adequately staffed during holiday periods.

2. Admissions Administration

- To train and supervise the Admissions Administrator ensuring the following duties are completed accurately and within agreed timescales:
- Management and coordination of the Year 6/7 transfer as part of the PAN London scheme.
- Liaise with the local authority on admissions (in-year and year 6/7 transfer).
- Management and coordination of all casual admissions.
- Planning of school open events and induction days.
- Liaise with Data Coordinator to ensure relevant forms and information in relation to admissions are up to date and readily available on the school's website.
- Maintain electronic and manual records and information relating to new admissions and leavers.



- Liaison with primary schools in relation to all admissions, including paper and electronic transfer of pupil information.
- Assist with marketing and promotion of school.
- Acquire relevant information relating to free school meals to ensure new pupils receive entitlement on arrival and liaise with catering manager.
- Supervise the management of cashless catering system for school meals.
- Analysis of data/information and production of reports in relation to admissions.
- Under guidance of HOY and Deputy Headteacher assign and produce timetables for new joiners.
- Carry out end of year procedures / timetable allocations / on & off rolls.
- Assist in the production of census returns.
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3. Communication

- To write protocols/procedures for the office as may be required from time to time.
- To maintain Rotas for First Aid. Ensuring staff are fully trained for the designated responsibilities
- To support the School Business Leader in arranging effective and timely communications with parents, visitors, staff, students and governors.

4. Financial & Budget

- To manage, in liaison with the relevant Administration Assistants, the school's cashless systems (both parent pay and operational procedures) and any cash handling within the main office environment.
- To ensure adherence to the school debt policy, keeping parent/student account debts within agreed limits.

5. Working Environment

- To ensure that the environment is well-ordered, safe and professional.
- Ensure that the school's Health and Safety Policy is followed.
- Ensure that procedures around security of data, paper based and electronic, are complied with.
- Oversee security of the area.
- To have oversight of efficient stock control systems.
- To create an effective working environment for staff within the area.



6. Other

- Reception – arrange / provide reception cover in the event of staff absence.
- To manage the Medical Tracker system and ensure all first aiders are trained and competent.
- To manage and control storage and administration of medications and ensure Health Care Plans are up to date.
- Archiving and purging of pupil and student records.

7. General

- To carry out any other reasonable tasks as required by the School Business Leader or Headteacher.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to present themselves and to act in a professional manner at all times.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.