

## **JOB DESCRIPTION** **Junior School Office Manager** **November 2021**

*Haberdashers' Girls' School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS record check.*

Haberdashers' Girls' School is one of the eleven schools of the Worshipful Company of Haberdashers. We share a rich history, tracing our roots back to the 17th Century when we established the principles that guide us to this day - we give talented and ambitious young people, irrespective of background, the opportunities they need to succeed in life. Our priority is the education of the whole person in a truly exceptional learning environment with outstanding facilities. Our support staff play a vital role in the delivery of high quality academic and pastoral care for each and every student.

**Role:** Junior School Office Manager

**Hours:** 8:30am – 5:30pm (with one hour for lunch) although flexibility in working arrangements will be required.

This role is Term Time (35 weeks per year to include INSET days) plus 4 weeks to be worked as follows:

- one full week prior to the INSET days at the beginning of the academic year;
- Parents' Evening which takes place 3 times during the academic year (equivalent to 1.5 days).
- remaining 13.5 days to be worked at the start and end of terms or across other evening events (each equivalent to 0.5 days), agreed with the PA to Head of Junior School.

**Salary:** Up to Point 24 on the Support Staff Salary Scale, FTE £31,375 per annum  
Actual Salary up to £27,809.64 (based on 0.886% of an FTE)  
The salary will be depending on skills, experience and qualifications.

**Reports to:** PA to the Head of Junior School.



## **Overview**

This role is a front of house position and a representation of Junior School values. You will provide administrative and secretarial support to the Extended Leadership Team and Heads of Department within the Junior School.

The office manager is responsible for overseeing the daily administration of the Junior School office including line managing the Junior School receptionist. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times, assisting with all the planning and development of events.

They have significant responsibility for communicating with Junior School parents, creating and maintaining a clear line of communication to enable pupils and teachers to achieve effective learning, in line with the whole school vision and strategy.

**The role will include, but not be limited to, the following duties:**

### **Main Responsibilities:**

- Line manage the Junior School receptionist ensuring the smooth and effective running of the school office and all administrative and communicative systems
- Seated at the Junior School Reception to meet and greet all parents and pupils, presenting a positive image of the school
- Manage the day-to-day work of the administrative function of the school office
- High quality communication and correspondence with Junior School parents and pupils
- Provide personal, administrative and organisational support to Phase Leaders, and Junior School Heads of Department, ensuring correspondence with parents represents Habs values in its tone, content and quality
- Compiling and preparing reports for academic/pastoral concerns for Junior School pupils, managing tracking systems
- Provide advice and guidance to staff and others on administration systems and events that take place in school
- Assist with marketing and promoting the school through supporting School in Action events and providing support to the PA to Head of Junior School in collation and writing of news items, results and completed events for the school website
- To provide paediatric first aid to pupils in the Junior School, manage and maintain all associated records, first aid resources and liaising with the Health Centre
- To be the Junior School Fire Marshall
- Responsible for providing paediatric first aid in the Junior School
- To contribute to the school's extra-curricular program through the running of one club per week.

### **General Responsibilities:**

- Provide proactive support in the organisation of school trips/events/fixtures in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments, supporting staff in these tasks
- Manage, coordinate and maintain rotas and timetables for assembly, co-curricular, staff briefing, staff meeting, playground and lunchtime supervision in liaison with the relevant members of teaching staff
- To manage the administration of the Junior School Calendar, sharing with staff, ensuring information is accurate and up to date, signposting staff to changes and providing training and support to users of the school calendar
- Book approved training courses for all staff

### **Other Duties:**

- Contribute towards the planning, development and organisation of the administrative systems, procedures and policies
- Coordinate Junior School Parents Evening using the School Cloud system, compiling timetables for all staff and informing parents; ensure catering, facilities, maintenance requests are submitted in advance
- Manage manual and computerised information systems including the Junior School database with Information Services
- Analyse and evaluate data/information and produce reports/information/data as required
- Management and organisation of all current and new Junior School Pupil files
- Manage the administration of recruitment
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes, managing office expenditure with an agreed budget
- Manage school licences for educational programmes under the direction of phase/subject leaders
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Any other administrative tasks as required by the Head of Junior School or her PA.

### **Person Specification**

<b>Experience:</b>
Previous experience in a similar role, including PA experience (desirable)
Previous experience of working in a complex, busy, service-driven environment
Previous Experience working in a school environment (desirable)
Experience of working closely with a small professional team

<b>Qualifications:</b>
Strong A Levels or equivalent
A university degree to at least undergraduate level (Desirable)
<b>Skills &amp; Abilities:</b>
Excellent standard of written and oral communication skills
Excellent interpersonal and communication skills to enable professional interaction with a wide range of contacts, internally and externally within the Schools
Excellent organisational and administrative skills with demonstrable diary management
Excellent multi-tasker who can organise and plan own work
Excellent attention to detail
Highly IT literate, ability to use the full range of Microsoft office and confidently use data management tools for analysis and reporting
Able to work independently and as part of a team and be flexible
Ability to take initiative but also to take instructions and direction and to be held accountable
Excellent time-management and an ability to prioritise effectively
Ability to work calmly under pressure
<b>Personal Attributes:</b>
Contribute to the overall ethos and aims of the school
Natural presence and confidence with a flexible, adaptable and helpful attitude
A very strong work ethic, a willingness to work under pressure and to tight deadlines
A good sense of humour and a positive outlook
Constructive, professional relationships and communications with all staff and parents
Ambition to want to develop career, learn skills and adapt to changing pace of school life
Discretion and confidentiality

### **Support Staff Benefits**

Currently the Schools offer a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into the Schools' pension scheme, with 12% employer contribution, based on 5% individual contribution.
- Group Life Assurance (4 x salary).
- Free lunches, other meals and refreshments.

- Free parking on site.
- Free coach travel on the service provided by the School (subject to availability).
- Tax free bicycles for work through the Cycle to Work Scheme.
- Free use of the state-of-the-art sports centres, including fitness suite, swimming pool and squash courts.
- Annual flu vaccination.
- Employee Assistance Programme.