



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

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Headteacher: Mr A Morrissey

www.broadwaterce.org

Job Description: Office Manager and Secretary to the Leadership Team

Grade: 8
Hours: 37 hours (5 days) Term time only
Responsible to: Headteacher

Main purpose of the role:

The Office Manager is responsible for managing the administrative functions in the school office.

- Line managing the office team and premises officer
- Secretary for the leadership team
- Health and Safety
- Premises coordination
- Web site.

General duties

- To meet and greet parents, pupils and visitors to the school
- Answer the telephone and take messages, redirecting the call where necessary
- To assist with receipt of post, deliveries and orders into school
- Provide First Aid

Office Manager

- To enter data for staff
- To manage school policies and procedures
- Plan, develop, organise and monitor support systems and procedures
- Contribute to the development of administration policies
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others
- Liaise with other staff, pupils, parents/carers and external agencies
- Develop and maintain recording and information systems (H&S, training)
- Operates bespoke school information management systems
- Responsible for completion and submission of forms, returns etc., including those to outside agencies
- Produce and respond to correspondence
- Allocate work to administration staff
- Line manage and supervise administrative staff
- Monitor service contracts (e.g. cleaning and grounds works)
- Contribute to marketing and promotion of the school

- Manage lettings and the use of premises for the use of outside organisations and local community
- Coordinate, purchase, repair and maintenance of furniture and fittings.

Secretary to the Leadership Team

- Manage the Office emails
- Provide secretarial support to leadership team
- Assist with the staff recruitment process
- Set up and update the school diary and Headteacher diary
- Issuing communications to staff
- Organise hospitality for visitors and events as required
- Communicate with parents using letters, email and texting service as required
- Assisting with administration of work experience placements
- Organise and book training courses and maintain staff training records
- Assist Headteacher with governance matters including communicating with the Clerk to Governors.

Premises

- To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community.
- Coordination of the maintenance of the school buildings to ensure the efficient operation of all facilities in conjunction with the Headteacher and the Premises Officer
- In conjunction with the School Bursar and Premises Officer, oversee the negotiation, manage and monitor contracts, tenders and agreements for the provision of support services.

Health and Safety

- With the headteacher and premises manager, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff and maintain records
- To know about the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors
- Monitor, review and update risk assessments as required
- Assist with First Aid where appropriate certified training has been undertaken.

Website

- Keeping the school website up to date
- Complete annual website audit

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify any reconsideration of the grading of the post.

Broadwater C. E. Primary School

Appendix to All Staff Job Descriptions

As part of the team at Broadwater C. E. Primary School, these general principles underpin all job descriptions.

Social

All members of the school will foster good relationships and good manners. They will

- Set an example and encourage children to develop personal responsibility and acceptable behaviour
- Encourage children to keep to our Behaviour Guidelines
- Be a good role model for the pupils, including following our No Smoking Policy.

Health and Safety

- Ensure general safety and care is adhered to at all times
- Assist with First Aid where appropriate certified training has been undertaken
- Be aware of the County Guidelines for Health and Safety and the schools own 'Health and Safety Policy'

Confidentiality

- Refer parents who approach you for information to the class teacher or headteacher
- Maintain strict confidentiality about all school matters
- Show loyalty to the school community

Child Protection and Safeguarding the Welfare of Pupils

- Following the schools Child Protection Procedure and Guidelines for Working with Children and Young People
- Report any Child Protection issues or concerns to the Child Protection Officer with responsibility for promoting and safeguarding the welfare of pupils