

Clovelly House Person Specification and Job Description – Office Manager

Responsible to: Bursar & Principal.

Job Purpose: The role of the School Office Manager is to work with school staff, carers, therapists and other agencies to provide administrative support for the school to achieve educational outcomes for children who need help overcoming barriers to learning.

The intention is to be part of a team who work together to bring about sustained change for pupils, and to support them to improve their academic achievement, behaviour, attendance and social skills.

Job Description

General	Responsibilities	Desirable	Compulsory	Comments
1. To work together with the bursar to establish high standards of administrative support across the company	<ul style="list-style-type: none"> * To have a good knowledge of administrative skills * To be willing to undertake the role to be managing the administration team supporting the organisation * to report to the bursar about the running and management of the admin team * to be able to work as a team and independently to meet performance targets 		/	
2. To demonstrate the positive values, attitudes and behaviour you expect from children and young people	<ul style="list-style-type: none"> * to model professional standards of behaviour for across the organisation * to maintain integrity in all aspects of the work 		/	
3. To be aware of the professional duties of administrators and the statutory framework within which they work	<ul style="list-style-type: none"> * to work to lead the members of the administration team * to uphold high standards of confidentiality * to comply with GDPR regulations and support the bursar to implement these across the school * To promote respect for equality and diversity across the school 		/	
4. To be aware of the policies and practice of the workplace and share in collective responsibility for their implementation	<ul style="list-style-type: none"> * to follow the guidance and standards as determined by the DfE * to follow the expectations of OFSTED * to comply with the company policies and procedures 		/	
5. To have sound IT skills to be able to communicate effectively online and manage data	<ul style="list-style-type: none"> * to be competent in word processing, spreadsheets, power point and online communication systems * to communicate effectively with colleagues and line manager * to communicate information accurately and timeously to parents/carers and other professionals 		/	

6. To support the professional development of colleagues in the workplace	<ul style="list-style-type: none"> * To facilitate the organisational training program * To coordinate training records * To manage a structured program of training across the organisation 		/	
7. To have a commitment to collaborative and co-operative working	<ul style="list-style-type: none"> * To be able to work independently * to work as a team and identify opportunities or working with colleagues, sharing the development of effective practice * to ensure that colleagues working with you are appropriately involved in supporting learning and understanding the roles they are expected to fulfil * to work positively with colleagues * to work as a team for the benefit of the child 		/	
8. To reflect on and improve practice and take responsibility for identifying and meeting your developing professional needs including identifying priorities for your early professional development	<ul style="list-style-type: none"> * to engage in reflective practice and put in place strategies to improve own practice * to identify relevant avenues of professional development for the benefit of the school * to commit to completing professional development routes undertaken 		/	
9. To have a creative and constructively critical approach towards innovation, being prepared to adapt practice where benefits and improvements are required	<ul style="list-style-type: none"> * to be flexible and adaptable in the workplace * to respond creatively to the demands of the post in line with the interests and abilities of the pupils * to embrace changes that are required within the school for the benefit of the pupils 		/	
10. To act upon advice and feedback and be open to coaching and mentoring	<ul style="list-style-type: none"> * to attend supervision with the line manager at least once a half term * to take on feedback given during supervision meetings * to implement strategies as advised 		/	
11. To be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people	<ul style="list-style-type: none"> * to be fully aware of national and company policies on safeguarding, including child protection, missing from school, child exploitations, e-safety, and Prevent * to embed safeguarding practices in all daily work * To be fully aware of all national and company policies on health and safety * to be eternally vigilant about health and safety in the workplace, especially in regards to the alternative curriculum * to support and contribute to the development of risk 		/	

	assessments across the organisation			
12. To undertake any other duties commensurate with the pay-scale as identified and directed by the Bursar and/or the Principal	To comply with reasonable requests for additional duties as required to maintain high standards and good teaching and care practices.		/	

Person specification

Specification		Desirable	Compulsory	Comments
To have relevant qualifications or skills in administration	To have relevant equivalent qualifications in business administration	/		
To have experience in working in a similar setting	To have worked in a similar setting To have a sound knowledge of working with young people of 10-18 in a school setting	/		
To be enthusiastic about the role while maintaining a realistic understanding of what the role entails	To have a positive attitude towards the requirements of the post To be realistic about the demands of the role To be enthusiastic in working with the Bursar and Principal to create an outstanding provision for the children and young people in our care/education		/	
To be able to offer diversity to the role and be an excellent role model for the staff team and children	To display professional behaviour in line with the requirements of the role at all times To have a 'hands on' approach to administrative work To promote equality and diversity To be able to work as a team with all professionals		/	
To have excellent communication skills	To liaise effectively with the Principal, senior managers across the organisation To communicate all relevant information to the Principal, education staff and care staff To be able to maintain the most appropriate communication channels that ensure full awareness of all issues and developments to all relevant residential and teaching staff that they are updated on a regular basis To maintain close links with the care team to ensure the highest educational outcomes for children		/	
To have a deep understanding of safeguarding	To understand the importance of safeguarding young people To have training and experience in managing safeguarding incidents To ensure that systems and processes for safeguarding are in place for the protection of children and young people		/	
To understand the importance of Health & Safety issues	To have experience in maintaining high standards of Health & Safety in various settings		/	
To have a good record of attendance and	To understand the importance of regular attendance and punctuality		/	

reliability	To understand the impact that absence causes for the young people and the team			
To have good health in order to be able to fulfil the demands of the role	To be personally fit enough to undertake this demanding role		/	
To be able to drive and have own transport to get to work and back	To be able to get to work independently and travel between sites		/	
To have a clear sense of purpose and personal direction in line with the potential of the role	To be sure that this is the right role for you To understand the importance of the post in the running of the school To be ambitious and keen to promote the school as a centre of excellence and outstanding care.		/	

I have read the job description and the person specification.

I understand that this list note exhaustive and there may be additional tasks which I am requested to perform.

I accept this job description as a definition of the key responsibilities I will be expected to perform whilst I am in the employ of Clovelly House.

Signed (employee) Date: