**Role Profile: Office Manager**

**Purpose**

Management and leadership of the administrative support team to ensure the smooth running and day-to-day operations of the school. Reporting into the Deputy Head Teacher.

**Key Accountabilities**

* Day to day running of the administrative team
* Line management of the administrative team.
* Lead on reviewing and revamping the school communications process
* Management of all school events (working with Heads PA, SLT and rest of the administrative team)
* Oversight of the school calendar.
* School Data Protection (GDPR) co-ordinator
* School Health and Safety co-ordinator

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * Excellent communication skills * Resilience, flexibility and the ability to work under pressure * Highly organised |  |
| **Qualifications** | * Willingness to take on further training as required | * Degree * Fire Warden training * Safeguarding training |
| **Experience** | * Some supervisory or managerial experience * Experience of managing and area or department within an office * Knowledge of IT systems, software packages * Experience in managing calendars, diaries and events * Experience in setting and working towards targets and deadlines | * Experience of some budget management * Experience of line managing others. |
| **Other** | * To treat all matters relating to students, staff and parents as confidential * Willingness to be flexible with working hours to respond to the needs of the school |  |

**Key Stakeholders:**

**Internal –** Head Teacher, Deputy Head Teacher, Senior Leadership Team, Administrative Staff

**External -** Parents, Visitors, Cognita School Support Centre

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

**Signed: ………………………………………….**

**Name (print): …………………………………..**

**Date: ……………………………………………..**