



Office Manager

Candidate Information Pack
September 2021/2022

Learning Today: Leading tomorrow

About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

I very much look forward to meeting you.

Dr Janice Howkins OBE

Headteacher



Job Description: Office Manager

Purpose: To deliver a first-class administrative support system for the school whilst being committed to and promoting the school's vision, aims, objectives and values. Assisting the Senior Leadership Group and Operations Manager in the smooth running of the School Office and being responsible for staff and student data on the MIS and communication with staff and parents.

Responsible to: Headteacher & Operations Manager

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. To be committed to safeguarding and promoting the welfare of children, there will be involvement in regulated activity relevant to children.

Data

1. To manage the school's in-year admission process ensuring a smooth transition into the school and the efficient processing of data and communication between the local authority, parents and school.
2. To oversee the regular updating of student data on the school's MIS ensuring data held on the system is accurate.
3. To update and input new staff data onto the school's MIS
4. To support the Operations Manager with the administration of logs and records relating to Health & Safety
5. To ensure that GDPR regulations are complied with in all aspects of their work, and to be proactive in monitoring and ensuring compliance.

Communication

1. To prepare and distribute letters and communication to parents from the school, being proactive in ensuring these are drafted and shared with the Headteacher in advance of upcoming events
2. To oversee the school's electronic messaging system, monitoring the standard of messages sent out and ensuring incoming messages are acted upon in an efficient manner
3. To oversee the school office mailbox, ensuring emails are responded to within in a timely manner or forwarded to the relevant member of staff
4. To ensure that information on the school website is accurate and kept up to date
5. To prepare the staff weekly bulletin in conjunction with the Headteacher and distribute it to colleagues in a timely manner
6. To be responsible for the production and updates to the staff handbook
7. To manage communication to all staff via the BW Staff Teams Channel
8. To ensure all visitors receive a warm welcome and that safeguarding and health and safety processes are followed. To provide hospitality as required and liaise with the member of staff they are visiting
9. To be sure that safeguarding procedures and information for visitors is kept up to date by liaising with the Designated Safeguarding Lead

Training

1. To train new staff on modules of SIMS related to their role
2. To train members of the administrative team on systems related to their role
3. To ensure induction training for new staff is carried out for Safeguarding and Health & Safety

Line Management

1. To line manage and appraise the members of the office team
2. To hold regular meetings
3. To appraise members of the team
4. To identify professional development needs and to lead on internal professional development

Other Duties

1. To supervise the day-to-day work of the administrative team in the school office
2. To support at all parent evenings and open evenings
3. To provide first aid support, training to be provided
4. To use flexible time responsibly and to be punctual and maintain a high level of attendance.
5. To seek actively opportunities for professional development and attend and undergo suitable training.

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification:

Qualifications	Essential	Desirable	How measured
Degree or equivalent		✓	Application
Evidence of professional development	✓		Application and interview
Skills & Experience			
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
Be able to communicate clearly and accurately both on paper and orally and to have a good command of English	✓		Application, references and interview
Be able to show initiative and know when to ask for guidance	✓		Application, references and interview
Be well organised, able to prioritise and good at starting and completing tasks	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Experience of using SIMS or other school management information systems	✓		Application, references and interview
Have good word processing skills and the ability to use Word and Excel	✓		Application, references and interview

Have knowledge of Health and Safety and risk assessment procedures	✓		Application, references and interview
Have or be willing to complete full First Aid training	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview