**Job Description**

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Post** | Office Manager |
| **Grade** |  |
| **Responsible to** |  |

Purpose of the Job

To work as part of the administrative team in supporting the school in attaining its aims and objectives by providing secretarial support to leadership team and acting as Clerk to the Governors by arranging and attending all meetings taking minutes and providing general support for the effective conduct of their business in accordance with articles of government. Working in close liaison with leadership team taking decisions on day to day operational matters within guidelines of workplans, policy, procedure etc. Such decisions include; planning, and prioritising, allocating, and organising work, developing and using new technology, monitoring performance, taking remedial action as required.

Main Responsibilities:

1. Provide timely and effective operation of secretarial and administrative support service to the leadership team in accordance with good secretarial practice.
2. Act as Clerk to the Governors to ensure timely and effective support to Governing Body by attending and minuting all meetings and providing a general support to ensure effective conduct of their business in accordance with articles of government including handling post, arranging meetings, co-ordination of agenda and agenda items, carrying. out research etc.
3. Management of reception - security/visitors ensuring visitors book maintained.
4. Supervision of clerical and reprographics assistants in general office, allocating and monitoring work as required, checking for quality and accuracy.
5. Assess training needs of staff and arrange training accordingly.
6. Maintain stationery supplies and order new supplies.
7. Participate in recruitment process, including short listing, interviews and preparation of recruitment material for staff supervised.
8. Deal with line management staffing matters, including induction and disciplinary actions.
9. Generate correspondence and reports of a routine nature.
10. Undertake and participate in training, coaching and general guidance to other staff.
11. Participating in the prioritisation, organisation and monitoring of day to day operations.
12. Any other duties relevant to the post.