

## Job Description

Post Title:	Deputy Office Manager/Data Officer
<p><b>Purpose:</b></p> <p><b>Duties And Responsibilities</b></p>	<p><i>Core Purpose:</i></p> <p><b>To work with colleagues in the Reception Office to provide high quality reception and administrative services for Eastbury School</b></p> <p><b>Main Activities</b></p> <p><b>Deputy Office Manager</b></p> <ul style="list-style-type: none"> <li>• To assist the Office Manager with the day-to-day management of the busy school office</li> <li>• To support in establishing standardised administrative systems, processes and working practices across the whole school</li> <li>• To support the maintenance of clear and effective filing records and other systems and to keep them updated in accordance with legal requirements.</li> <li>• To support the delivery of a standardised set of high quality secretarial, administrative, customer service and time management skills across the Office Team</li> <li>• <b>To</b> Deputise for the Office Manager in any absence</li> </ul> <p><b><u>Data Officer</u></b></p> <ul style="list-style-type: none"> <li>• To assist with the integration of data, processes and procedures into the school's information management system</li> <li>• Maintain manual and computerised records, ensure that all pupil data is up to date and accurate and produce accurate lists, reports or other data as required</li> <li>• Ensure all teaching group, student timetables and group list data is accurate and up to date</li> <li>• Act as the key liaison between SLT to facilitate the above</li> <li>• Assist with school census returns ensuring data required is up to date and accurate</li> <li>• Upload and download and import CTF's from the secure website (S2S) from other schools</li> </ul> <p><b>Office</b></p> <ul style="list-style-type: none"> <li>• Receive telephone calls and deal with enquiries from parents, staff, outside agencies, etc politely and efficiently, passing on or referring messages as appropriate</li> <li>• Receive visitors to school, notify staff and ensure they are escorted to destination, check and record identity of supply staff as appropriate and issue visitors badges</li> </ul>

- Make telephone calls to parents as requested by staff eg if students are unwell or following up other issues
- Monitor/use CCTV cameras on front desk to allow visitors into school
- To monitor the school voicemail, ensuring that messages are dealt with in a timely and professional manner

#### **Secretarial/Clerical**

- Using Word, Excel, or other IT packages as appropriate type letters, documents, reports, minutes, forms etc for Senior Leadership Team and other staff as required
- Distribute incoming mail and prepare outgoing mail, keeping record of postage.
- Using the school MIS system to provide information on student/teacher timetables as appropriate
- Record taxi bookings and booking of the school minibuses.
- Make appointments for parents etc to see staff as requested
- Assist with organisation, communication and booking of educational visits for secondary school
- Check and receive deliveries and notify Finance staff as appropriate
- Cashless Catering System - update parent Pay with information provided by LA, and keep records as appropriate. Print activation letters for students and Staff.
- Assist Head of Careers with administration of Y10 work experience, liaising with Trident and keeping records as appropriate..
- Deal with SLT detentions, compile a list for the Fridays Senior Leadership detentions. Mail merge letters for late detentions for attendance and send home to parents.
- Assist with administration duties for student induction days, Parents' evenings, open evenings and other key events
- To file student files and other documents as required
- Take students off roll as required

#### **Other Duties**

##### First Aid

- Alongside other First Aid qualified staff, to attend to unwell/injured students and staff calling an ambulance if required. Administer minor first aid and keep appropriate records.
- Make telephone calls to parents if students are unwell and follow up as necessary

##### Health and Safety

- Assist with the implementation of health and safety
- Fire warden duties as appropriate

	<p>Other Duties</p> <ul style="list-style-type: none"> <li>• Cover for absent colleagues across the school within the administration team as appropriate</li> <li>• Comply with the competences and standards relevant to the post.</li> <li>• Ensure compliance with the School and Council’s Equalities and Diversity policies, GDPR and Data Protection Policy, Health and Safety legislation, School, Council and Departmental Health and Safety Policies and other relevant legislation</li> <li>• Attend meetings, training sessions, INSET etc as required.</li> </ul>
<b>Reporting to:</b>	Office Manager
<b>Responsible for:</b>	
<b>Liaising with:</b>	Staff, parents, outside agencies. LBBD staff
<b>Working Time:</b>	Term Time Only 35 Hours per week
<b>Salary/Grade:</b>	APT & C Scale 4
<b>Disclosure level</b>	Enhanced
<b>Communications</b>	
<b>Proposed Other Specific Duties:</b>	
<p>To undertake personal professional development as agreed with the Headteacher.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Headteacher: .....

Administration Officer .....

Date issued: .....