**CARDINAL POLE CATHOLIC SCHOOL**

**JOB DESCRIPTION**

**Post:** Deputy Office Manager

**Grade:** SO1

**Working Hours:** 35 hours / 40 Weeks per year

**Job Summary:** To support the Office Manager in the smooth running of the school office.

**Responsible to:** Office Manager

**Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Principle Responsibilities:**

**ADMINISTRATIVE SUPPORT**

The following responsibilities are common to all Administrative support staff.

To undertake similar duties, commensurate with the level of the post, at the discretion of the senior members of staff.

This could include temporary re-deployment to meet the needs of the wider School.

These duties may include (not limited to):

* General clerical / administrative / filing support / reprographics
* Supporting preparations for major School events
* Communications with staff, students, parents and other external stakeholders
* Administration supporting the functions of admissions, attendance and/or behaviour, student welfare and data management.
* Agreed specialism will be agreed subject to skills and organisational need.

**SUPPORT TO SCHOOL**

1. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of, support and ensure equal opportunities for all.
4. Contribute to our Catholic ethos, our work and the overall aims of the school
5. Appreciate and support the role of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training and other learning activities and performance development as required.
8. Assist with pupil needs as appropriate during the school day.

**OFFICE MANAGEMENT – To support the Office Manager in the following functions:**

1. To develop an Office Team that delivers and meets the needs of the school
2. To support in establishing standardised administrative systems, processes and working practices across the whole school
3. To support the maintenance of a clutter free and professional office environment
4. To support the maintenance of clear and effective filing records and other systems and to keep them updated in accordance with legal requirements. To use electronic office based systems wherever possible and to minimise paper based records
5. To support the delivery of a standardised set of high quality secretarial, administrative, customer service and time management skills across the Office Team
6. To hold a current first aid certificate – training will be provided on this
7. To maintain and update the school website
8. To assist with school events and the promotion of the school

**ADMINISTRATIVE TASKS**

1. To carry out delegated secretarial and administrative duties for the Deputy Headteachers
2. To be responsible for producing the weekly staff newsletter and termly parental newsletter
3. To handle and manage delegated phone and email enquiries for the Deputy Headteachers
4. To manage and monitor Deputy Headteachers’ calendars as directed
5. To support with routine and non-routine correspondence in all matters relating to the Deputy Headteachers Headteacher.
6. To draft and type correspondence, create mail merges, manage whole school mail outs, produce reports and complete official returns when required
7. To ensure the delivery of secretarial and administrative duties for members of the HOD’s and subject leaders
8. To work as an integral member of the School Administration Team and the wider school community and contribute to the ethos and development of the school
9. To carry out projects and tasks as directed.

**GENERAL ADMINISTRATION**

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the School’s Equal Opportunities Policies.