



Snowflake School

'Improving the quality of family life'

Job Description – Special School, Office Manager

Job Purpose

To manage all snowflake Schools' administration; working as part of the Snowflake Schools' Staff Teams, promoting the values and ethos of the school, under the instruction and guidance of the Head teacher and the CEO.

Main tasks and responsibilities - Professional

Pupils

- To be aware of and comply with, all school policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To organise pupils' meetings and all annual review preparation and documentation
- To ensure all pupils documents are up to date, including risk assessments and medical information
- To maintain the attendance register for pupils.
- To set up and maintain pupil files.

Parent/Carers

- To be the main point of contact for families
- To prepare and co-ordinate termly School Newsletter
- To assist in liaison with parents, therapists and other staff.
- To communicate with parent/carers in relation to attendance.
- To collate photo permission information.
- To collate admission information.
- To liaise with new parent/carers and manage open mornings, admissions and assessments in consultation with the senior ABA supervisor.
- To organise parent/carer consultation meetings
- To greet parent/carers at the start and the end of the school day
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Staff

- To manage the diaries of the senior staff, including the head teacher and the CEO
- To manage and publish a monthly school calendar of events
- To process correspondence, projects and professional reports for members of staff.
- To provide administrative support to the Head Teacher:
- To answer the telephone, respond to emails, make appointments, type correspondence, file paperwork and provide photocopying and professional reports.
- To assist with admissions and pupil transfers.
- To assist in collating assessment data.
- To order and keep record of resources including uniform.
- To maintain a staffing contact list including emergency contact details.
- To manage the recruitment process, including temporary staff where appropriate interviewing staff when required.
- To process personnel information: Job applications, reference requests, CRB requests, CRB checks etc.

- To set up and maintain confidential personnel files for all members of staff.
- To maintain records of staff sickness and absence., qualifications and training.
- To take minutes in meetings, including trustee meetings.

Community

- To meet and greet visitors to the school including signing in and checking out.
- To assist in the updating of the school website.
- To assist in liaison with parents, therapists and other staff.
- To establish constructive relationships and communicate with other agencies/professionals.
- To provide regular social media updates on twitter, Instagram etc.
- To establish relationships with local businesses
- To support with fund raising where appropriate

Other

- To establish good relationships with pupils and staff and families
- To ensure that IT systems are backed up. and working effectively
- To establish clear systems in order to develop and maintain office management.
- To liaise with external maintenance facilities
- To receive deliveries into the school and keep a stock count of consumables.
- To obtain and monitor petty cash expenditure.
- To be a Fire Marshall and first aider
- To check and restock School First Aid kits.
- To take photographic images as required for the school website and other publications.

Person Specification

- ***Able to show commitment to working in a special needs environment, preferably with pupils with autism.***
- *Able to show total understanding and commitment to safeguarding policies and Child Protection practices in the school.*
- *Able to understand the SEND Code of Practice, annual reviews and EHCPlans.*
- *Experience of office administration.*
- *Knowledge of ABA as a scientific tool for teaching and learning*
- *Able to demonstrate excellent attendance and punctuality, taking responsibility for one's own health.*
- *Experience of diary management*
- *Able to contribute to the overall ethos/work/aims of the school.*
- *Able to take minutes of meetings*
- *Willing to participate in training and other learning activities and performance development as required.*
- *Willing to attend and participate in relevant meetings as required.*
- *Able to recognise own strengths and areas of expertise and use these to advise and support others.*
- *Willing to participate in whole school activities where appropriate such as concerts, parent's evenings, sports days, fetes and other occasional after school activities by agreement.*
- *Able to work under pressure and to tight deadlines.*
- *Able to work with basic word processing packages (word, excel, outlook etc.), including social media platforms.*
- *Willing and able to fulfil any other duties as required by the Head teacher or CEO.*

Please address all areas of the person specification within your supporting statement. Candidates cannot be short listed for the post without this statement.

Snowflake school is committed to safeguarding and promoting the welfare of all pupils and staff and expects every employee to share this commitment.