



Senior Office Coordinator

36 hours per week

8am to 3.45pm (3.30pm on Fridays, 5 days per week taking 30 minutes for lunch)

Responsible to: PA to Headteacher/Office Manager

- Being the teaching school coordinator to support the core purpose of the teaching school within Valentines High School. To play a fully functional role in establishing effective communication with other schools, the SSAT and other providers. To help coordinate the smooth running of all teaching school events, including promoting, advertising and planning resources. Liaising with the CPD school manager in respect of planning for the day.
- Admin of UCS, teacher training placements
- Updating the main school prospects and learning guides
- Website content management
- Liaise with senior member of staff with the preparation of open evenings/presentations evenings. This includes; collation of information, production of programme, allocating tickets, sending out of invitation letters, liaison with students, staff and parents
- Managing subject and pastoral leaders in developing the website and on line presence of the school
- Production of Yearly Learning Guides
- Keeping staff lists up to date in respect of badges/name plates for parents evenings and door signs.
- Termly production of Valentines Voice
- Production of school calendar including timely consultation and updating.
- Produce and update daily and weekly duty rotas and those required for special occasions eg end of term.
- Compiling the whole school assembly rota each term ensuring that each House group has an assembly once a fortnight, awards assemblies, form assemblies, Head of Year assemblies and Headteacher assemblies.
- Helping once a week with Data as required by ABA
- Overall responsibility for options appointments, including liaising with SLT responsible for options
- Production of the weekly school bulletin
- Production of isolation rota
- Organise Leadership Group link meeting schedule
- Management of performance management software updates and admin of the system
- Coordination and management of school photos
- Arrangements for the new year 7's and sixth form to be processed onto the bio metric system at the beginning of the new academic year.
- Arrangements for all pupil vaccinations, liaising with school Nurse and making arrangements for the smooth running of the day.
- Reception duties as required, dealing with enquiries from staff, students and the general public both in person and on the telephone in a polite and helpful manner.
- Typing for staff using, Microsoft Word, Excel and PowerPoint.
- Using Group call to send texts and emails to parents
- Cover for the Cover coordinator in their absence.
- Producing parental letters and keeping a record of students isolations
- General clerical tasks as required by the office manager
- Delegation of duties at present is dealt with as above but may be changed at any time as directed by the Headteacher.

Signed

Date