



Deputy Office Manager

The role of the Deputy Office Manager is to deal with administrative work specifically related to students, to provide secretarial and administrative support to Year Leaders, Faculty/Curriculum Leaders and to deputise for the Office Manager in her absence.

Key Roles:

- Deputise for Office Manager in her/his absence
- Ensuring that student profiles are accurate/updated
- Administrative support for Year Leaders, Faculty & Curriculum Leaders.
- Administration of tasks related to behaviour, achievements, exclusions,
- Instruct and monitor Year 8 Receptionists
- First Aider

I have worked at CHSG since 2004 and thoroughly enjoy being part of the office team; every day throws up a new challenge to deal with and it is certainly never boring!

Mrs S Pye
23rd March 2011