



Office Manager & Webmaster

The role of the Office Manager is the management of the School Office, Reprographics, the First Aid facility and admin support provided to staff; development and management of the school website.

The role of Webmaster is to develop school website content which is accurate and appropriate, training users, developing site design, dealing with technical issues and developing strategies to improve site traffic.

Key Duties include:

- Line Manager to Deputy Office Manager, Attendance Officer, Receptionist, Principal First Aiders, Teacher Assistant, Reprographics & Design Technician
- Student Admissions & the School Roll
- School Website Webmaster
- Admin support for Middle Leaders
- EMA Administrator
- First Aider
- Developing and maintaining website and the school's social networking sites

I have 26 years experience working in schools and have been at Carshalton High School for Girls since November 2001. The School Office is the 'hub' of the school and a very exciting place to work. It is the focal point for parents, students, staff and the community so it is important that School Office staff work as a team, gathering and coordinating information to ensure that everyone has answers to their questions. Our aim is to be able to satisfy all enquiries and even if we don't have an answer immediately to hand a member of the team will always find an answer or solution and get back to the enquirer.

Mrs K Wynn

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