



## **St John the Baptist CEVA Primary School, Pebmarsh**

### **JOB DESCRIPTION:**

<b><u>Job Title:</u></b>	Office Manager
<b><u>Responsible to:</u></b>	The Headteacher
<b><u>Responsible for:</u></b>	To be responsible for undertaking administrative, financial, personnel and organisational processes within the school. Liaison with pupils, parents, staff and all visitors to the School essential.

### **Main Duties:**

- To act as the focal point for communication both orally and in writing with teaching and support staff, pupils, parents and outside agencies while maintaining strict confidentiality.
- The knowledge of and maintenance of the school's computerised SIMS System Software for financial matters (including upgrades).
- The knowledge and maintenance of the school's computerised SIMS System Software for Personnel database, including the annual updating of staff financial and service records.
- To implement and maintain a cashless facility.
- Administer and oversee the use of the School Purchase Card.
- Completion and submission of returns required by The DFE and LA.
- To collate and produce a factually correct census which is sent to the DFE within the correct timeframe.
- Liaison with the Teachers Pensions Agency and completion and submission of returns as required.
- To meet all relevant deadlines.
- Assisting parents with signposting to correct agencies for how to apply to free school meals, including verification of eligibility.
- To complete the annual School Workforce Census.
- The security and maintenance of hard-copy staff personnel record files.
- In liaison with the Chair of the Finance, Premises and Personnel Committee of the Governing Board, to produce and distribute the School Teachers Annual Salary Notifications.
- The completion and submission of monthly and annual returns required by ePayroll for all employment, salary, overtime and financial claims.
- To maintain records of Site Manager and other manual staff leave.
- Assisting the Clerk to the Governors with the maintenance of Agendas and minutes (including Minute Folder) of meetings of the Governing Body and its Committees.
- To ensure governor information is kept up to date on the school website and GIAS (Get information about schools).
- Dealing with correspondence and the completion of forms for all aspects of advertisement, interviewing, appointment (including Safer Recruitment), resignation, attendance and medical records of School Staff.
- Secretarial assistance to the Headteacher.

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- General secretarial assistance to staff.
- Undertaking mail handling duties; including opening and posting; together with the purchase of postage stamps.
- The maintenance of hard copy files and computerised record systems.
- Assisting the Headteacher with Pupil Admission procedures, including the annual Reception Pupil List and the appeals process.
- Have an overview of making arrangements for School educational visits, including preparing Parent Consent Forms and hiring transport, as required.
- To assist the Headteacher and Governing Body with clerical arrangements associated with the elections of Staff and Parent Governors.
- To update staff contacts in conjunction with the LA.
- To instigate and keep updated personnel data using SIMS System Software – to include staff attendance and training.
- Maintaining and processing DBS records for all new staff and volunteers.
- Maintaining Single Central Record file.
- Be responsible for school's registration with Data Protection Agency.
- To assist the GDPR responsible officer and support them in fulfilling the GDPR role.
- Administer main school admin email address.
- Order, monitor and manage stock within an agreed budget using established school systems.
- Manage / oversee the School Office.
- To seek advice from the Headteacher or LEA on matters of doubt/difficulty.
- To promote the school's Equal Opportunities policies in a manner compatible with the duties of the post.
- To have due regard to the provisions of the Health and Safety at Work legislation in discharging the duties of the post.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Manage office expenditure within an agreed budget.

### **Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

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### **Data Protection**

- To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

### **Confidentiality**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Equalities**

- The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### **Health and Safety**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

(The duties may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher).

This Job Description does not form part of the Contract of Employment. It describes the way the staff member is expected and required to perform and complete the Particular Duties as set out above.