



Job Description

Job Title	Office Manager (Primary) Unique
Grade	2020 Scale 7 (2019 Band 4)
Reports to	Headteacher
Liaison with	Headteacher, Other Staff, Visitors, External Agencies, Parents, Pupils, ECC Staff, Governors
Responsible for	Administrative Support Staff Premises staff (Caretaker)
Purpose of Job	<p>To oversee financial arrangements and control and to assist the Headteacher in budget reviews, projections, setting and monitoring.</p> <p>To manage financial matters as delegated by the Headteacher.</p> <p>To be responsible for the management of the administrative support function, ensuring the provision of an effective and efficient service. To be responsible for office personnel matters and office staff development in liaison with the Headteacher.</p>
Duties	<p><u>Finance and Accountancy</u></p> <ul style="list-style-type: none"> • Advising the Headteacher on general financial policy and planning • Co-ordination of annual budget of income and expenditure for the school • Monitoring the annual budget and presenting management reports to the Headteacher/governors, attending relevant meetings as requested. • Keeping analysis of costs and other statistical records • Preparation of long-term assessments of the future financial performance of the school • Preparation of financial appraisals for projects, as required • Preparation of long-term assessments of the school's fund raising and co-ordination of income generating activities • Oversee orders and deliveries and ensure correct destination • Scrutinising statements and authorizing invoices for payment in accordance with school policy • Advising on the best utilisation of school funds • Responsibility for the accurate completion and validity of payroll returns for the payment of all salaries and wages including PAYE, NIC and Superannuation. • Keeping all school accounts and preparing income and expenditure reports in accordance with DCSF financial regulations and preparation of accounts for submission to Essex County Council monthly and quarterly • To undertake monthly reconciliation of the school's financial systems and all school accounts • Ensuring suppliers are paid promptly • Preparing annual accounts and ensuring that external Auditors effect audit within time limits • Maintenance and oversight of bank accounts • Responsibility for the day to day running of the school fund • Responsibility for the administration of school trips

- Ordering of stock relating to the financial management of the school

Personnel

- To undertake Performance Development interviews annually for Admin Assistant and Caretaker
- To be responsible for maintaining the Single Central Record (SCR), ensuring that the information on the SCR is accurate and up to date and complies with current statutory guidance.
- To ensure that all staff are paid correctly and in accordance with the most up to date pay scales
- To maintain manual and computerised staff records
- Administration arising from appointments, revision and resignation of staff
- Returns relating to staff absence and sickness
- Monthly insurance Claim Forms
- Completion of monthly claims for Supply, Extra Duties, Overtime, Travel Claims, lettings for school premises etc
- Pay Queries, liaising with Payroll
- Records relating to accident, injury or damage to property and appropriate returns
- Administrative tasks in connection with the recruitment of staff
- Completion of staff contracts of employment
- To initiate and keep under review, the personal development plans of all staff and submit recommendations on staff development and training needs

Resources and Facilities

- To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property
- To co-ordinate the upkeep of playing fields, gardens, all weather surfaces. To ensure the maintenance of boundaries
- To be responsible for the letting of the school premises to outside organisations and school staff, with particular reference to the local community
- To co-ordinate the purchase, repair and maintenance of all furniture and fittings
- To manage and monitor contracts, tenders and agreements for the provision of support services. To purchase, either directly or indirectly, the schools energy supplies
- To maximise income generation and energy saving within the ethos of the school
- To monitor the work of the school caretaker
- To liaise with facilities management provider to ensure all works are carried out in a timely manner
- To manage the Catering contract, including preparing and monitoring budget, preparing monthly and year end Trading Accounts, monitoring menu preparation and general administration of school meals. To liaise with catering staff to ensure all Health and Safety regulations and food standards are met

	<p><u>Administrative</u></p> <ul style="list-style-type: none"> • To act as confidential secretary to the Headteacher • Write and send letters and emails to parents and staff as and when required • To be responsible for ensuring that all pupil and payment records are securely stored and that access is restricted to authorised personnel • To ensure that all files and records of pupils are correct and up-to-date • To ensure that SIMS pupil records are kept up to date, new pupils added to system and leavers removed at the appropriate time. Liaise with Planning and admissions department to identify places in school. • To manage the admission process in liaison with the headteacher, ensuring all new pupils are admitted correctly according to the admission criteria. • Oversee the pupil daily registration process. Liaise with Headteacher regarding termly reports & letters to parents. • To manage Year 6 leavers, liaise with secondary school and ensure all pupil records and CTF files are forwarded appropriately. • To complete the school census each term in accordance with regulations – ensuring funding opportunities are identified correctly • To ensure an effective file management system including one for word-processing packages on the administration computer system including the transfer of redundant files to disk and to maintain a log of files so retained • To have overall responsibility for all work undertaken by the administrative support staff and to allocate and monitor workloads • To assist in the appointment of administrative staff liaising with the appropriate senior management • To be responsible for the office email account. Check regularly and forward emails as appropriate to other staff members. Ensure emails are dealt with and responded to promptly. Use attachments and scanned documents appropriately • To be responsible for the DBS procedure with regard to voluntary helpers in school – complete online applications and verification as necessary • Ensure all volunteers in school have suitable DBS clearance • To plan and monitor the work of the office. To anticipate termly demands and plan accordingly. To ensure adequate office cover during staff sickness • To liaise with the Headteacher with regard to supply cover for teaching/LSA arising from staff sickness and training courses. • To undertake other administrative and typing duties as may be required in the main office and for the Headteacher. • Liaise with SENCO and Headteacher to identify pupils who qualify for FSM & Pupil premium, to ensure school received the appropriate funding
<p><u>General</u></p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line

	<p>manager</p> <ul style="list-style-type: none"> • To comply with individual responsibilities in accordance with the role, for health and safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment <p><i>The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</i></p>
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PERSON SPECIFICATION

Office Manager

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy school environment Educated to NVQ Level 4 or equivalent Experience in financial management and budgeting Experience of line management
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Ability to communicate effectively in a clear and concise manner Good reading and writing skills
	Numeracy	Ability to undertake complex financial/budgetary calculations
	Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications
Communication	Written	Ability to complete complex returns, write complex letters and reports
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their

		families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others