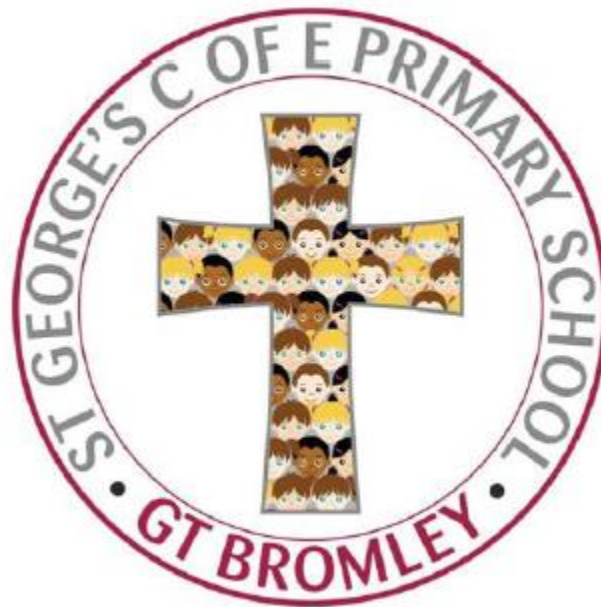


*St. George's Church of England Primary School*

*Learning for Life*



## **OFFICE MANAGER**

**RECRUITMENT PACK**

**SEPTEMBER 2021**



## Office Manager Recruitment Pack

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## *St. George's Church of England Primary School*

### *Learning for Life*

Headteacher – Mrs R Keitch

Brook Street, Great Bromley, Colchester, Essex. CO7 7HX

Telephone: (01206) 230305

Email: [head@st-georges-pri.essex.sch.uk](mailto:head@st-georges-pri.essex.sch.uk)

Website: [www.st-georges-pri.essex.sch.uk](http://www.st-georges-pri.essex.sch.uk)

#### **Dear Applicant,**

Thank you for your expression of interest in the post of Office Manager. I am delighted to have this opportunity to provide you with some details about our school and to describe the kind of person we hope to appoint to this position.

I am very proud to be the Headteacher of St George's C of E Primary. Our children are hardworking, enthusiastic and friendly and the staff are dedicated to doing the very best for every child. We aim to provide an environment which is both nurturing and challenging, encouraging all members of the school community to be the best they can be. We know that each child is an individual. We take the time to listen and get to know every pupil so that we can support them in the best possible way.

The post of Office Manager is a key appointment for our school and we welcome applications from experienced administrators. You will line manage our part-time Admin Assistant, who works in the office during the mornings, and our Caretaker. The school office is a busy place; candidates must be able to multi-task to a very high degree whilst remaining calm, polite, and reassuring to all our staff, parents and children. You will be responsible for ensuring the office runs smoothly and efficiently, with all deadlines met and responsibilities fulfilled. We are looking for someone with exceptional organisational skills and a proactive approach. Above all, it is vital to demonstrate the values of our school at all times: respect, compassion, responsibility, friendship, perseverance and courage.

We currently work with SBM Services who provide a consultancy and finance support service. Our consultant visits the school twice per month oversee the work of the Office Manager and carry out the higher-level finance tasks.

Please read the job description and person specification carefully as it sets out the main areas of responsibility of this post.

I would love to show you around our school and share more information about this opportunity – please come and meet us! Please phone or email to arrange an appointment.

I hope that you find the information in this pack helpful and I very much look forward to meeting you to tell you more about our school and answer any questions you may have. Thank you very much for your interest in this vacancy and for taking the time to read this letter.

Yours sincerely

Mrs R Keitch

**Headteacher**



## School Office Manager - Job Description

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<b>Job Title:</b>	School Office Manager	<b>Reporting to:</b>	Headteacher
<b>Pay band:</b>	Scale 6 £22,183 - £24,491 pro-rata Actual salary £17,377 - £19,185	<b>Responsible for:</b>	Admin Assistant, Caretaker
<b>Hours:</b>	32.5 hours per week (must include afternoons until at least 4.30pm) 41 weeks per year (term time plus two weeks' holiday working as required)	<b>Starting Date:</b>	As soon as possible
<b>Closing Date:</b>	Thursday 30 <sup>th</sup> September at midday	<b>Interview Date:</b>	Tuesday 5 <sup>th</sup> October

### Purpose

To provide a confidential and efficient, high quality support service in the areas of Office Management, Premises and Facilities Management and HR. To facilitate the smooth running of the school, providing daily support to the Headteacher and managing daily financial processes.

### Duties

#### Office Management:

- Responsible for the efficient operation of school administrative functions and systems ensuring an orderly and efficient working office daily
- Demonstrate initiative in improving the quality of support services provided by the school ensuring deadlines and high standards of work are achieved
- Identify, give advice on and, as authorised, implement any changes as required in office systems / equipment needs / administrative procedures
- Deal with confidential enquiries / correspondence and school administration matters on behalf of the Headteacher, senior leadership team and all school staff as required
- Liaise with external agencies, contractors and visitors as required
- Ensure all visitors are appropriately checked in line with safeguarding procedures
- Ensure all parents and families are dealt with in a calm, positive and professional manner
- Ensure filing systems are maintained, accurate and easily accessible
- Complete all census returns
- Complete all necessary reports and administration required by the Local Authority
- Support the senior leadership team with all assessment procedures, DFE and LA reports as required
- Responsible for ordering and maintenance of a wide range of supplies and services. Contact and liaise with suppliers and providers ensuring best value is achieved
- Raise orders, invoices and payments alongside any other relevant paperwork attached to ordering
- To be responsible for the receipt and banking of all school revenue income ensuring accuracy of coding to comply with the school's policies



- To credit control all requests for payment and ensure that all monies due are collected within an appropriate timescale.

#### **HR Duties:**

- Manage recruitment, appraisal, training and development of premises and administrative staff (line management)
- Assist the Headteacher in dealing with administrative support functions in relation to the induction of new support staff i.e., interviewing, basic work counselling, monitoring of progress, recommendations for continued employment to the Headteacher
- Ensure the school's HR policies and procedures are adhered to
- Process payroll amendments ensuring external payroll provider make employee payments accurately
- Responsible for the maintenance of all staff contracts and HR files
- Maintain the single central record
- Be the first point of contact for staff queries regarding payroll issues
- Arrange staff CPD when requested
- Manage sickness returns and other personnel returns requested by the SLT and governors
- Process and reconcile claim sheets for additional hours and supply staff
- Review and process expense claims for staff.

#### **Premises and Facilities:**

- Co-ordinate the maintenance of the school site and the buildings and oversee the efficient operation of all facilities on the property
- Oversee the letting of the school premises to outside organisations and school staff
- Oversee the purchase, repair and maintenance of all furniture and fittings
- To manage the catering contract, liaising with the provider, monitoring menu preparation and general administration of school meals.

#### **General:**

- Manage and update the school's Management Information System and use to obtain pupil details
- Manage and maintain all pupil records
- Maintain and update information on the school website
- Provide support for any administration linked to school events
- Oversee and manage administrative matters including school trips, insurance cover arrangements, inventories, and routine maintenance of office equipment
- Taking responsibility for personal and professional development and training
- To manage the school diary and calendar and book appointments as required
- Take initiative in establishing and supporting positive and constructive relationships across the school community and with all stakeholders, including parents and children
- Assist with the delivery of policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, equality of opportunity and data protection, reporting any concerns to the appropriate person
- Demonstrate commitment to safeguarding and actively promote the well-being of children and young people.



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.



## School Office Manager - Person Specification

	Essential	Desirable	Method of Assessment
<b>Knowledge / Qualifications</b>			
A minimum of NVQ Level 3, A level or equivalent. GCSE Grade A* – C Maths & English	✓		AC
NVQ Level 3 or 4 (or equivalent) in Business or Administration or Finance.		✓	AC
First Aid at Work		✓	AC
High standard of literacy and numeracy	✓		AI
Understanding of the education sector		✓	AI
Well-developed ICT Skills to include Microsoft Office software	✓		AI
A working knowledge of accounting and financial management	✓		AI
A working knowledge of HR administration	✓		AI
Knowledge of preparing reports, minutes and general correspondence.	✓		AI
Competent in the use of databases	✓		AI
Knowledge of recruitment and safeguarding processes	✓		AI
Understanding of children and their needs		✓	AI
A record of continuing professional development	✓		AI
<b>Experience</b>			
Experience of working in a busy, professional office environment	✓		AIR
Experience of working in a school.		✓	AIR
Experience of providing business administration and support services over a range of areas simultaneously	✓		AIR
Experience of using FMS and SIMS		✓	AIR
Experience of providing administration or PA support	✓		AIR
Experience of working with a range of customers	✓		AIR



	Essential	Desirable	Method of Assessment
<b>Skills / Behaviours / Qualities</b>			
Strong interpersonal, written and oral communication skills	✓		AIR
Strong organisational and time management skills	✓		AI
Ability to work within tight deadlines with conflicting and competing demands	✓		IR
Flexible and adaptable to changing business demands	✓		AIR
A supportive team player	✓		AIR
Ability to relate well to children and adults	✓		

**\*Method of Assessment**

Key: A= Application, I=Interview and Assessment, R=Reference, C=Certificate



## Application Process

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Visits are strongly encouraged; we would love to show you around our school.

Please complete the application form online (<http://www.essexschoolsjobs.co.uk/>) by Thursday 30<sup>th</sup> September at midday. Please ensure you describe how you meet the requirements of the person specification and how St George's will benefit from your skills.

Interviews will take place on Thursday 5<sup>th</sup> October.

### Queries

If you have any queries on any aspect of the application process or would like an informal discussion about the post, please contact Rebecca Keitch, Headteacher, on 01206 230305 or [head@st-georges-pri.essex.sch.uk](mailto:head@st-georges-pri.essex.sch.uk)

### Equal Opportunities

St George's School is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.