



NET Academies Trust

Office Manager Job Description

Job Title	Office Manager
Reports to	Head of School
Responsible for (include People and resources)	Day to day support and supervision of administration team
Purpose of Job	
<p>1. To lead and develop the whole administration team providing administrative support to the whole of the school staff. The post holder will contribute to all aspects of the team's functions providing the highest levels of support and challenge to all team roles.</p> <p>2. To undertake the maintenance of the school student database and collection of student data. Provide statistical reports of student information as requested. Provide accurate information for various statutory returns and ensuring accurate student data for annual census return.</p> <p>3. To provide day to day management of School Administration Team, undertake a performance management role for admin team and monitor general administrative functions and procedures.</p>	
Major duties and responsibilities	
<p>4. To be responsible for the collection of data from students or parents necessary for the accurate maintenance of database and for the provision of student data reports for school purposes. Ensuring and maintaining FSM and pupil premium lists are kept up to date and applied for.</p> <p>5. Ensure the schools MIS system (SIMS) is kept up to date and accurate and manage user access.</p> <p>6. To produce the schools termly census return ensuring it is accurate and submitted within deadlines.</p> <p>7. Ensure that the single central record is maintained, and that DBS checks/right to work checks are carried out where applicable, prior to persons being able to come into school.</p> <p>8. Responsible for pupil attendance for Waltham Holy Cross Primary Academy. Liaise with EWO/Parents/Staff and pupils to ensure regular and good attendance take place. Monitor and collate registers and enter onto SIMs. Follow up correspondence and evidence to authorise absence.</p> <p>9. To manage the schools communication tools with parents/carers.</p> <p>10. To ensure FSM applications are made and pupil premium</p> <p>11. To be responsible for the administration and financial management of the Parentmail cashless system with regard to school meals, parent accounts and free school meals in a timely manner, ensuring confidentiality and enabling students to purchase food when required.</p> <p>12. To be responsible for day to day leadership and management of the administration team including the school reception area and undertake performance management, identifying and arranging high level support, challenge and training as appropriate to the school's requirements.</p> <p>13. To ensure the efficient and effective running of the office as one of the schools main points of public contact as well as the centre of daily administration.</p> <p>14. To be responsible for overseeing the day to day workload of the administration team, identifying priorities and deadlines in line with agreed office procedures.</p> <p>15. To provide as required and as appropriate, cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.</p> <p>16. To receive all incoming e-mails to the school and admin e-mail addresses and forward to relevant staff members or deal with as appropriate.</p> <p>17. To be responsible for co-ordination and production of the Staff Handbook ensuring insertion of up-to-date procedures, maintaining an up-to-date staff list. Updating staff training on training records.</p>	

18. To be responsible for overseeing the administration of student admission procedures. Liaising with Head of School and Assistant Heads to provide suitable induction documentation for students admitted mid-term. Also maintaining the schools waiting list and provide administration for school statutory appeals.
19. To be responsible for administration of annual Reception intake procedures. Liaising with Essex County Council admissions department to maintain an accurate and on-going list of students to be admitted in September. Preparation and distribution of information packs to parents. Ensuring data entered on SIMs and Parentmail ready for new academic year. .
20. Liaise with the Site Manager and provider Etc., in the event of faults that may occur to the telephone system.
21. To operate computerised systems using standard software applications including those used in the school office (e.g. Microsoft Word, Excel, Access and Outlook).
22. To keep up to date with the key information sites in relation to school administration eg: Essex Infolink, DFE.
23. To produce the school's annual workforce census ensuring it is accurate and submitted within the deadlines.
24. To respond to telephone, written and personal enquiries from other staff, parents, the public, other borough employees, suppliers and other professional bodies, taking further action as required.
25. To keep an up to date electronic and paper filing system. Ensuring that documentation is kept for the specified retention period. Arrange production of documents, reports and communications and general administration duties.
26. To update and maintain the schools websites.
27. To be responsible for supplying and maintenance of office equipment e.g. photocopier, printer.
28. To update the Nursery data via the ECC portal.
29. To arrange the schools wraparound club and holiday club, registers and payments.
30. To produce the schools newsletters and update to website and Parentmail.
31. To maintain the schools diary
32. To record staff and student absences – monthly reporting to HR Manager on staff absence.
33. Emergency procedures: to take registers and visitor logs to the assembly point in the event of an emergency
34. To ensure that course booking is carried out effectively. Record and monitor staff training as appropriate.
35. To maintain, update and distribute lists and other information to all staff
36. To assist office staff with queries and problems arising from their specific responsibilities e.g. free school meals, coach bookings, photographs
37. To ensure in liaison with premises staff, that deliveries are distributed correctly

General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities, in discussion with line manager.
- 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 Trust's Equal Opportunities Policy.
- Share in the Trust's commitment to safeguarding and promoting the welfare of children, including understanding and adhering to the Safeguarding and Child Protection Policy.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO, Trust Finance Manager or COO / Operations Manager to carry out other appropriate duties within the context of the job, skills and grade.

Signed

Date

Office Manager – Person Specification

Specification	Requirement	Example
Qualifications & Experience	Specific qualifications and experience	Successful experience of administrative work in a busy school environment Educated to NVQ Level 2 or equivalent with GCSEs in Maths and English
	Knowledge of relevant policies and procedures	Good knowledge of general school policies and procedures Basic knowledge of employment law Working knowledge of Health & Safety policy and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to undertake complex calculations
	Technology	ICT literate Ability to use spreadsheets, databases and other ICT applications
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Ability to overcome communication barriers with children and adults
	Negotiation	Ability to consult with colleagues in an effective way
Working with Children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good understanding and support of the differences in children and adults and ability to 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 & Wellbeing	Understanding of 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 initiative
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational Skills	Good organisational skills Ability to work accurately and with attention to detail
	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