

# Barons Court Primary School and Nursery

## Job Description ~ Office Manager



Job Title	Responsible to
Senior Management Team: Office Manager.	Headteacher.
Main purpose of the job	Liaison with
Personnel and administrative management support to the school.	Senior Leadership Team, all school staff, parents, governing body, Local Authority staff, Health Authority staff, members of the public.

### SENIOR MANAGEMENT TEAM ACTIVITIES

- Administer the clerical systems and service on behalf of the Headteacher and the Senior Management Team, providing confidential and administrative support to the Headteacher.
- Allocate and supervise the work of the office team and prioritise their work as appropriate.
- Be the point of contact for the Headteacher, dealing with third parties and taking calls relating to the Headteacher, using judgement to deal with visitors to the Headteacher who arrive without appointments.
- Work in partnership with Senior Leadership Team [Headteacher, Deputy Headteacher, Phase Leaders] providing confidential support.
- Maintain and monitor security software, liaising with the relevant technical support.
- Implementation of the schools procedure and policy for dealing with a Critical Incident, liaising with emergency services under the direction of the Headteacher or Chair of Governors.
- Front line for dealing with complex enquiries to the school.

### PUPIL RELATED ACTIVITIES

- Acting as a point of contact for current and prospective parents of pupils at the school, providing a proactive service which pre-empt the needs of others.
- Effective management of the school's nursery waiting list and registration of new children for both school and nursery admissions – ensuring a close liaison with the Local Authority Pupil Access Team.
- Effective management of the computerised pupil database (SIMS.net), providing training to staff as required.
- Providing up-to-date information on pupil mobility and other statistical analysis as required by the Headteacher and Governors.
- Ensuring the school free school meals and pupil premium databases are current and regularly updated.
- Management of admission procedures through to enrolment by liaising effectively with all parties involved in admissions, providing prospective parents with information on the school, addressing enquires, organisation of home visits, Open Days and Special Day events and entering new pupils onto the pupil database
- Prepare pupil records for transition by completing the relevant forms, updating the pupil database and sending pupil's files and records to the relevant transfer school in a timely manner.
- Liaison with receiving schools of transfer pupils ensuring all records are sent and received within a two week timescale.
- Assist the Headteacher in inputting assessment results and creating returns for management of information for EYFS/KS1 and KS2 for DfE returns, Target Tracker information and creating CTF for transfers. .
- Management of annual pupil reports including entering data according to attendance data and management of dissemination to teachers.

### PERSONNEL RELATED ACTIVITIES

- Management of the appointment, resignation, attendance/absence, medical, pre-employment and DBS check records of all staff, including payroll documentation and contracts.
- Manage human resources across the school including catering and cleaning.
- Maintain, review and monitor the regular update of the school's Single Central Record, ensuring that the school complies with current legislation.
- Managing Safer Recruitment practice on behalf of Headteacher and governors.
- Management of computerised personnel database (SIMS.net) with responsibility for updating personnel details and training.
- Monitor sickness levels of all staff within the school and take appropriate action to ensure that the disruptive effects of sickness/absence are minimised and liaise with Occupational Health when appropriate.
- Participation in Occupational Health review meetings and preparation of referral forms and reports to OH.
- Ensure the efficient use of all administration, cleaning and catering staff, providing training, appraisal systems and supervision as required.

- Induction of new staff and ensuring the Headteacher receives all appropriate induction logs to enable effective appraisal throughout the school.
- Maintain manual and computerised personnel records efficiently.
- Ensure that the catering facilities provided are efficient and effective.
- Ensure that the cleaning facilities provided are efficient and effective.
- Advise Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- Data preparation for Termly School Census – computerised return to the LA and DfE.
- Data preparation for the School Workforce Census – computerised return to the LA and DfE.

## **MANAGEMENT OF ADMINISTRATIVE ACTIVITIES**

- Provide an efficient and confidential administrative and secretarial service to the Headteacher.
- Daily check on Southend Learning Network; drawing attention to items requiring action and informing the Headteacher/Finance Manager of new information.
- Regular management of the school website including writing content and uploading photos and other documents.
- Management of school electronic mail system including setting up/deleting accounts, password control etc.
- Management of school's administration network, ensuring routine back up of data, anti-virus software updates and integration of pupil/staff data.
- Management of secure filing systems and maintenance of office records including archive.
- Managing the security procedures for all visitors to school.
- Management of the school calendar as it relates to office correspondence and data.
- Management of the inventory of equipment, ensuring the asset register is up to date and monitored in a timely manner.

## **FINANCE RELATED ACTIVITIES**

- Personnel budget preparation with Headteacher as directed, in liaison with the Finance manager.
- Direct responsibility for the office budget.
- Be responsible for administering and reconciling the school Trust Fund and preparing for audit.
- Carry out all financial transactions in accordance with the school Financial Regulations.

## **HEALTH AND SAFETY RELATED ACTIVITIES**

- Overview of Health and Safety procedures including weekly alarm system check and half termly emergency evacuation procedures.

## **GDPR RELATED ACTIVITIES**

- Review and monitor compliance with Data Protection legislation and the schools data protection policy, including spot checks and audits.
- Oversee compliance and advise on matters relating to other access to information.
- Respond to individuals whose data is processed on all issues relating to processing of their data and the exercise of their rights under the data protection legislation.
- Manage due diligence processes for all internal and third party activities undertaken within the school.

## **CPLD RELATED ACTIVITIES**

- Responsibility for ensuring all staff training needs are met and delivered as identified through performance management and by the SLT.
- Actively seek out further development opportunities for all staff within the school.
- Ensure all training received is relevant, monitored and logged.
- Ensure and maintain the safeguarding training check to ensure all staff and volunteers have been trained to the minimum level required for safeguarding all children.

## **WELFARE**

- Carrying out first aid, administering authorised medicines and contacting parents as necessary.
- Be aware of, and follow, the school's child protection policy ensuring children are safeguarded.
- Keep an accurate record of all accidents/incidents and notify the LA/HSE as appropriate.

## **CONDUCT**

- Support the strategic vision of the school.
- Act in a professional and confidential manner with all school information.

- Work co-operatively with others and show commitment to the office team, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team.
- Maintain high morale and to set an example of high quality performance in standards, leadership and management.
- Promoting the image of the school in all contact with the local and wider community.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Attend training, courses and meetings as necessary and participate fully in performance management processes.
- Provide visitor refreshments as requested by any member of the Senior Leadership Team.
- Maintain a tidy and organised office environment conducive to efficient working practices.

**The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.**

Signed .....

Date .....

Signed ..... (Headteacher)

Date .....

**Date of Issue:** March 2019

**Review:** March 2020

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## Person Specification ~ Office Manager

Attributes	Essential	Desirable
<b><u>Qualifications and Experience</u></b>	<ul style="list-style-type: none"> <li>a) Good skills in basic literacy and numeracy – Grades A-C GCSE in English and Maths (or equivalent)</li> <li>b) Has a minimum of 2 years relevant experience within a supervisory/management role.</li> <li>c) Good knowledge of ICT and in particular use of word, excel and e-mail.</li> <li>d) Experience of working in an office environment as part of a team based approach.</li> <li>e) Willingness to undertake further work related training.</li> </ul>	<ul style="list-style-type: none"> <li>a) Relevant qualification in typing e.g. RSA II.</li> <li>b) Qualified in shorthand.</li> <li>c) NVQ Level 3/4 (or equivalent) in School Admin.</li> <li>d) First Aid qualification or the willingness to undertake the First Aid at Work training.</li> </ul>
<b><u>Knowledge</u></b>	<ul style="list-style-type: none"> <li>a) Awareness of and willing to promote the schools social inclusion policies and practices and a willingness to reflect these to all visitors to the school.</li> <li>b) Excellent communication skills, both written and oral.</li> <li>c) Experience of liaison with outside agencies.</li> <li>d) Ability to analyse data effectively.</li> </ul>	<ul style="list-style-type: none"> <li>a) Experience of working with SIMS or a similar data management system.</li> </ul>
<b><u>Skills and Abilities</u></b>	<ul style="list-style-type: none"> <li>a) Extremely organised and able to deliver on time and to agreed quality standards.</li> <li>b) Able to negotiate, consult and make effective decisions.</li> <li>c) Able to communicate effectively with children, parents and other staff and visitors both orally and in writing.</li> <li>d) Ability to use initiative as required.</li> <li>e) Ability to lead and motivate staff.</li> <li>f) Ability to maintain good records to ensure effective reporting of information.</li> <li>g) Ability to formulate ideas and solutions and present them effectively.</li> </ul>	<ul style="list-style-type: none"> <li>a) Website development skills.</li> </ul>
<b><u>Work-Related Personal Qualities</u></b>	<ul style="list-style-type: none"> <li>a) Friendly, helpful and welcoming with excellent interpersonal skills.</li> <li>b) Good accuracy and attention to detail.</li> <li>c) Willing to work as a team and able to demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues and delegating as necessary.</li> <li>d) An empathy with pupils who have special needs and medical needs.</li> <li>e) Professionally discreet and able to respect confidentiality.</li> <li>f) Ability to work under pressure.</li> <li>g) Exercise tact and diplomacy where appropriate.</li> </ul>	
<b><u>Other Work Related Requirements</u></b>	<ul style="list-style-type: none"> <li>a) Suitability to work with children</li> <li>b) Patient and resilient.</li> <li>c) Confident, enthusiastic, flexible and responsive to change.</li> <li>d) Excellent record of attendance</li> </ul>	