

## Job Description

<b>Job Title</b>	Office Manager
<b>Grade</b>	2020 Scale 6 (Band 3)
<b>Reports to</b>	Executive/Headteacher
<b>Responsible for</b>	Admin Assistant
<b>Liaison with</b>	Executive/Headteacher, Other staff, Pupils, Parents/Carers, External Agencies, Visitors, Central Finance Team, Governors
<b>Job Purpose</b>	Manage school based financial tasks, pupil-related work and other administrative work to ensure the provision of an efficient and effective service to the school. Management of admin assistant.

## Duties

### Finance

- Support the trust central finance team in their aims and objectives.
- To be responsible for the collection of dinner monies and completion of all catering returns for school meals and free school meals and liaison with parents/carers
- To collect, record and issue receipts for other monies as required, including school uniform, trips, and photographs
- Maintain computerised financial records for school specific financial tasks
- Be responsible for following the trust's financial regulations
- Assist the Executive/Headteacher & trust central finance team in the preparation and monitoring of the budget, and advise on any important budgetary considerations
- Produce and evaluate catering financial reports as required
- Be responsible for maintaining the school inventory

### Pupil

- To monitor pupil attendance and punctuality and liaise with the Family Support Workers and SLT
- To contact parents on first day for any unexplained absences and to send letters/emails to parents regarding any absences/medical appointments/holiday requests
- To answer queries regarding admissions to school and appeals
- To organise new admission letters and forms for new Reception parents
- To enter details of forms received on the appropriate school systems
- Ensure all new pupils are entered on the school's data management system and obtain the Common Transfer File from the previous school with the UPN reference number
- Collate information received back by parents, i.e. medical forms/ethnicity forms/universal school meals ready for entering onto the school pupil system

### Personnel

- Be responsible for all administration arising from staff absence
- Be responsible for recording, monitoring and claiming overtime and other subsistence claims
- Maintain records of supply teacher employment and arrange monthly pay claims
- Assist in the recruitment of office staff, including drafting adverts, drafting or evaluating job descriptions, assisting with interviews

### Administrative

- Be responsible for administration of school lettings, liaising with the site manager/caretaker and hirer as required
- To take responsibility for dealing with complex enquiries or difficult visitors to the school
- Act as confidential secretary to the Executive/Headteacher
- To draft correspondence, policies and other documentation to the Headteacher's specification
- Arrange for updating, publishing etc of school handbook, prospectus and other documents
- Complete such returns as may be required by the ESFA, the MAT, LA,
- Develop and implement appropriate administrative systems/procedures

### Management

- Manage clerical/administrative operations
- Allocate and supervise work of admin assistant, and prioritise their work
- Undertake appropriate induction, probation, training and development for clerical/administrative staff
- Undertake PDR reviews for admin assistant

### Welfare

- Responsible for care of children who are hurt or unwell, including liaison with other staff and parents

## General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 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 trust'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
- To update the school website on a regular basis
- The duties above are neither exclusive or exhaustive and the post holder may be required by the Executive/Headteacher to carry out appropriate duties within the context of the job, skills and grade

**PERSON SPECIFICATION**  
**School Office Manager**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience of administrative work in a busy school environment Educated to NVQ Level 4 or equivalent
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations linked to financial tasks
	Technology	Ability to use photocopier Ability to use word processor, spreadsheets, databases and other IT applications
<b>Communication</b>	Written	Ability to complete detailed reports, forms and letters
	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
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEND	Good Understanding and 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
<b>Working with others</b>	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
<b>Responsibilities</b>	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
<b>General</b>	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