

Job Description



Job Title: Office Manager

Salary Scale: Grade 8, Scale Points 18-23

Responsible to: Headteacher/School Business Manager

Contract: 35 hrs per week term time plus two weeks in lieu of overtime in busy periods.

Main Purpose

The school office manager will work under the direction of the school business manager and is responsible for overseeing the daily administration of the school office as set out below. They will also work closely with the head teacher on issues related to admissions and school communications. They will assist with all the planning and development of support services to ensure the smooth running of the school.

Core Requirements of the Post – Including, but not limited to the following - there may be other responsibilities and tasks as directed by the head teacher.

Organisation

- Supervise, train and develop staff as appropriate including appraisal of some office staff
- Manage office responsibilities and timetables
- Contribute to the planning, development and organisation of support services, procedures and policies
- Support the organisation of school trips and events
- Deal with complex visitor and reception matters
- Oversee school admin and office email and communications
- Manage staff recruitment and pupil admissions with OCC, admissions committee and head teacher

Administration

- Manage manual and computerised record and information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake word processing and complex IT tasks
- Provide personal, administrative and organisational support to the head teacher
- Provide administration support to the Local Governing Body including for admissions
- Undertake administration of complex procedures
- Complete and submit complex forms and returns, including to outside agencies
- Undertake transactional HR tasks, providing reports to the SBM when requested
- Maintain the Single Central Record and undertake relevant recruitment, DBS and other Safeguarding checks
- Monitor and log staff training
- Assist with census including School Workforce and CES census
- Management and oversight of allergies and medical needs of staff and pupils

Resources

- Operate all relevant equipment and complex IT packages including updating the school website, staff emails and SIMs access
- Assist with managing service contracts, licenses, insurance
- Provide advice and guidance to pupils, staff and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with the marketing and promotion of the school
- Manage pupil activity clubs

Responsibilities

- Comply with all policies and procedures relating to child protection, safety and security, confidentiality and data protection
- Carry out tasks relating to recruitment, safeguarding, work experience, volunteers, visitors etc. under direction of the SBM
- Support teachers with the administration of statutory assessments and production of end of year pupil reports.
- Support equal opportunities for all
- Contribute to the ethos and aims of the school
- Establish constructive relationships with stakeholders
- Attend and participate in regular meetings
- Participate in training and professional development
- Effective leadership of office team

Personal Specification

Criteria	Essential	Desirable
Knowledge and Skills	✓	
• Previous experience in a busy office environment	✓	
• Excellent numeracy and literacy skills	✓	
• Effective user of IT and specialist resources	✓	
• Full working knowledge of relevant policies	✓	
• Ability to relate to adults and children	✓	
• Ability to work as part of a team, understanding own responsibility as team leader within this	✓	
• Ability to evaluate own learning needs and actively seek learning opportunities.	✓	
• be organised, adaptable and a good communicator	✓	
• be open to innovative ideas and willing to try new initiatives	✓	
• be able to inspire and lead in our front office team	✓	
• freely take the initiative to improve the quality of provision for all children	✓	
• have excellent computer skills	✓	
• Previous experience of admissions		✓
• Knowledge and understanding of SIMs and IBC		✓
• Previous experience of working in a school		✓
• Previous experience of recruitment processes		✓
• Previous experience of HR processes		✓