

Office Manager

Job Description

Grade: GR3

1. Job Purpose

- 1.1 This postholder will provide clerical, and administrative support to the Headteacher and school to enable the delivery of a professional and efficient and administrative service
- 1.2 The postholder will work 36.5 hours per week (starting at 8.00 am at the latest) + banked hours (Banked hours depend on length of service) in order not to work during the school holiday periods

2. Key Responsibilities

- 2.1 To be responsible for the efficient and effective running of the school office
- 2.2 To be responsible for the opening of the post and distributing the mail appropriately
- 2.3 To be responsible for the school email address
- 2.4 Supervision of staff as required
- 2.5 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing
- 2.6 Responsibility for collecting and reconciling school monies and providing statistical information as required; administering free school meals and milk in schools scheme
- 2.7 Responsibility for administering schools admissions procedures and accurately maintaining the pupil related information system
- 2.8 Responsibility of updating and maintaining accurate records in relation to the Single Central Record SCR
- 2.9 Responsibility for maintenance of staff absences on the HR Portal
- 2.10 Ensuring the provision of clerical support including typing/word processing, reprographics and filing
- 2.11 Provide administrative support for the SEND process (ie: EHCP Review Meetings)
- 2.12 Responsibility for ensuring that an effective reception and switchboard service is provided

- 2.13 Liaising with staff for organising school visits, camps, extra-curricular activities and transport
- 2.14 Arranging supply cover for absent staff
- 2.15 Responsibility for compiling and returning statistical information as required for City Council, DFE, etc.
- 2.16 Responsibility for Purchase Card transactions and reconciliation using D Cal
- 2.17 Accurate recording data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met
- 2.18 Communicate with visitors to school using English (Part 7 of the Immigration Act (2016))
- 2.19 Communicate with staff and pupils using British Sign Language (BSL) when appropriate.
- 2.20 Input/output of data and production of associated reports
- 2.21 To ensure all tasks are carried out with due regard to Health and Safety
- 2.22 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.23 To adhere to the ethos of the school
 - 2.23.1 To promote the agreed vision and aims of the school
 - 2.23.2 To set an example of personal integrity and professionalism
 - 2.23.3 Attendance at appropriate staff meetings and parents evenings
- 2.24 Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- 2.25 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	GCSES in English and Mathematics at grade A*-C or equivalent	AF/C
	Word Processing RSA II or equivalent	AF/C
	British Sign Language Level 1 or willing to learn	AF/C
Experience Relevant work and other experience	Substantial experience of working in a school office environment	AF/I
	Experience of a wide range of administrative functions	AF/I
	Experience of supervising staff	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Good working knowledge of Microsoft office (Word and Excel)	AF/I/T
	Good working knowledge of SIMS, FMS and D Cal	AF/I
	Excellent interpersonal skills	AF/I
	Good organisational skills	AF/I/T
	Ability to work on their own initiative	AF/I
	Ability to work collaboratively and lead a team	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis.	AF/I
	Ability to work with autonomy within set boundaries	AF/I
	Ability to cope with conflicting demands, deadlines and interruptions	AF/I
	Ability to meet the physical demands of the post	AF/I

	Ability to be flexible	AF/I
	Ability to converse easily with parents/pupils and members of the public and provide advice in accurate spoken English	AF/I
Training	Interest in own personal development and willingness to undertake further training	AF/I
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
