

## Office Manager – Primary School

**Reporting to: Headteacher**

**Grade: Band 4**

**Hours of Work: 37 Hours per week, Term Time Only**

### Job purpose

To provide clerical, secretarial, and administrative support to the Head Teacher and the school.

### Specific responsibilities

- To be responsible for the school reception service, answering enquiries and taking messages from parents/carers, external organisations, and the public. Welcoming visitors to the school in a professional manner and maintaining the visitor book.
- To line manage the administrative staff within the school office.
- Dealing with challenging callers and visitors to the school and the handling of external complaints.
- Check registers for absentees and make first day response calls, ensuring records of all telephone calls made to parents/carers are kept.
- Record and maintain details of all absence requests, ensure forms completed correctly. Liaise with the Education Welfare Officer.
- Record pupils who are late arriving for School.
- Administer the admissions process for internal and external pupils wishing to join Nursery or Main School. Collate admissions forms and all other information and produce paper and electronic files of application forms, Baptismal Certificates, and all other relevant information.
- Administer all admissions and leavers processes ensuring all appropriate parties are informed and data recorded. Admit students, request student records from previous schools, take students off role.
- To be responsible for completing data returns for the Department for Education, Local Authority and school staff and reconciling queries.
- Manage and maintain the pupil management information system and student files.
- Manage the daily meals process, working with the catering team to ensure all pupils receive the appropriate allocated meal and monies are received and recorded correctly.
- Manage and maintain student behavioural data.
- Maintain and control the Single Central Record.
- Arrange and report on Safeguarding training.
- To be responsible for the collection and reconciliation of school monies and providing information as required
- To be responsible for maintaining adequate stock levels of staff and pupil resources (paper/pens/exercise books etc.)
- To be responsible for the ordering and receipting of goods via the finance system.





# OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

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- To be responsible for the collation of return-to-work documentation.
- To be responsible for the production of local staffing returns and updating of staff absence on the Management Information software.
- Provide clerical support, receiving, distributing, and sending email, typing, photocopying, and assembling documents, filing, opening the post, minutes of meetings.
- Provide support to the Headteacher.
- Arrange diaries, book and arrange meetings, training, supply teachers and transport.
- Maintain confidentiality concerning the student and/or family with all persons other than authorised persons or agencies.
- Be aware of the Data Protection Act, GDPR and other legislation to ensure confidentiality of records and information is maintained correctly.
- Perform any task or duty under the reasonable direction of the Headteacher.

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements, or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*



CEO: James McGeachie • Company number: 07743523

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### Person Specification

Requirements	Essential	Desirable	Demonstrated By
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>5 GCSEs at Grade C or above including English and Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Formal ICT Training</li> </ul>	Interview/ Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school office where confidentiality was paramount.</li> <li>Experience of working in a busy admin/secretarial position</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the schools' appeal process</li> <li>Experience of the schools' admissions process</li> <li>Management/supervisory experience</li> <li>Experience of communicating at a senior level</li> </ul>	Application Form/Interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>ICT literate:               <ul style="list-style-type: none"> <li>Advanced level Word (including mail merge), Outlook, PowerPoint and Excel</li> </ul> </li> <li>Highly organised, efficient and accurate</li> <li>Excellent communication skills</li> <li>Understanding of financial management systems</li> </ul>	<ul style="list-style-type: none"> <li>Internet Skills</li> <li>Database skills</li> </ul>	Application Form / Task
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Be able to maintain and manage the school's Single Central Record</li> <li>Knowledge of school systems including admission and appeals</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and previous use of Arbor</li> </ul>	Application form/Interview
<b>Management</b>	<ul style="list-style-type: none"> <li>Able to manage own workload.</li> <li>Ability to prioritise.</li> <li>Able to plan ahead</li> </ul>		Interview
<b>Aptitude &amp; Personal qualities</b>	<ul style="list-style-type: none"> <li>Excellent telephone manner</li> <li>Reliable</li> <li>Friendly and approachable</li> <li>Professional Manner</li> <li>Helpful</li> <li>Able to relate well to staff, students and visitors</li> </ul>		Interview

