

JOB DESCRIPTION

Office Manager

POST TITLE: Office Manager

RESPONSIBLE TO: Headteacher

GRADE: 8

CONTRACTED HOURS: 37 hours per week, 39 weeks per year (term-time including 5 inset days)

Main Purpose

The office manager will be responsible the daily administration of the school office. They will be responsible for all administrative processes within the school and their remit will also include day to day running of premises, HR and Health and Safety routines. They are the first point of contact for parents and visitors to the school.

Duties and Responsibilities

Organisation

The Office Manager will:

- Contribute to the planning, development, implementation and monitoring of school systems, procedures and policies.
- Support decision making that is aligned with the school's vision, values and strategic priorities.
- Liaise effectively between the Headteacher, teaching staff, support staff, governors, parents and external agencies.
- Coordinate administrative support services across the school.
- Liaise with premises, catering and cleaning staff to support the effective operation of the school.
- Ensure the school office is organised, professional, welcoming, tidy and adequately resourced.
- Advise staff, pupils and parents on administrative systems and procedures.
- Assist with the development, review and implementation of school policies and procedures.

Administration

The Office Manager will:

- Operate, maintain and oversee the school's Management Information System (MIS) and associated platforms including (but not limited to):
 - Bromcom
 - MCAS
 - SharePoint
 - Smartlog
- Analyse and evaluate data and produce reports as required.
- Undertake word processing and other IT-related tasks.
- Manage school email inboxes and ensure enquiries are directed appropriately.
- Organise incoming and outgoing post.
- Complete filing, printing and photocopying requirements.
- Manage parent forms and other administrative documentation.
- Be responsible for the completion and submission of complex forms, statutory returns and other documentation for external agencies.
- Act as a friendly and professional first point of contact for visitors, parents and callers.
- Support staff and parents in the use of administrative systems and school platforms.
- Maintain first aid records and associated administrative processes.

Data Management, Compliance and Information Governance

The Office Manager will:

- Support compliance with GDPR, data protection and information security requirements.
- Manage and implement the school's records retention schedule.

- Oversee information security procedures and promote good data handling practices.
- Maintain the Single Central Record (SCR) and SCR compliance checks.
- Support safeguarding compliance through the administration and maintenance of statutory records and checks.
- Coordinate and submit statutory returns accurately and within required deadlines.
- Lead on the completion of the School Census and Workforce Census.
- Prepare and submit other data returns required by the DfE, local authority, academy trust or other external agencies.
- Analyse and validate data before submission.

Admissions and Induction

The Office Manager will:

- Manage admissions and leavers procedures.
- Coordinate and administer admission applications and associated records.
- Manage new pupil induction arrangements.
- Coordinate induction paperwork and programmes for new members of staff.
- Maintain accurate admission and pupil records.

Educational Visits and School Events

The Office Manager will:

- Coordinate school trips and educational visits.
- Manage E-Visit processes risk assessments and associated trip documentation.
- Liaise with EVC, staff, parents and external providers regarding educational visits.
- Organise parents' evenings, open events and other school events.
- Coordinate event administration, communications and logistics.
- Maintain records relating to educational visits and event planning.

Finance and Resources

The Office Manager will be responsible for:

- Managing office expenditure against agreed budgets.
- Assisting with budget planning, monitoring and evaluation.
- Supporting the Bursar and Headteacher with finance-related activities.
- Payroll administration.
- Staff absence insurance administration.
- Creating purchase orders on the finance system.
- Procurement and purchasing activities, including banking of monies and reconciliation of school fund accounts.
- Supporting audits and financial compliance activities.
- Ordering stock, resources and supplies.
- Managing service contracts, school licences and insurance.
- Supporting income generation activities including lettings and associated income.

Health, Safety and Premises

The Office Manager will:

- Lead health and safety management within the school in liaison with the Trust, external advisers and school leaders.
- Manage fire safety procedures and associated records.
- Organise repairs and maintenance works under the direction of the Senior Leadership Team.
- Coordinate premises-related service providers and contractors.

- Support compliance with health and safety legislation and school procedures.
- Ensure appropriate risk assessments are maintained for relevant activities and visits.

Human Resources Support

The Office Manager will:

- Liaise with the Bursar and Headteacher to support HR administration.
- Support recruitment administration and pre-employment checks.
- Book and coordinate staff training and professional development activities.
- Maintain training records.
- Support new staff induction processes.
- Maintain personnel records in accordance with data protection and retention requirements.

General Responsibilities

The Office Manager will:

- Support equality, diversity and inclusion across the school community.
- Contribute to the overall ethos, values and aims of the school.
- Participate in training and professional development activities.
- Maintain a friendly, approachable and professional manner as a key representative of the school.

Key Expectations of all school staff

Safeguarding

- Adhere to the school's Child Protection and Safeguarding policies and associated guidance.
- Ensure pupil welfare is at the forefront of daily practice.
- Report concerns to designated safeguarding lead (DSL) swiftly.
- Engage with outside agencies as required.
- Provide an up-to-date enhanced DBS check and documents supporting identification and qualifications

Health & Safety

Be aware of and comply with the school's Health and Safety policy at all times and act proactively in matters relating to health and safety. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of St Peter's C of E School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and GDPR 2018.