

Office Manager

Job Description

At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

Purpose of the job

The purpose of this role is to ensure the school office runs smoothly and provides a warm, efficient welcome to staff, parents, and visitors. The Office Manager offers high-level administrative, financial, and HR support to the Headteacher, while leading the office and site teams with professionalism and care.

Key areas of responsibility:

School Administration

- Represent the school and the Dunstan Catholic Educational Trust (DCET) with warmth and professionalism, offering high-level administrative support to the Headteacher and excellent customer care as the school's main point of contact.
- Lead and organise the administrative and site staff to ensure the school office runs smoothly and presents a positive, welcoming image to all.
- Oversee the school MIS, ensuring accurate and up-to-date pupil and staff data, and manage all pupil-related administration including registers, admissions, appeals, CTF transfers, FSM, exclusions, holiday requests, and Census returns.
- Ensure all visitor checks, entry systems, and health and safety procedures are followed, and record/report pupil and staff accidents correctly, informing parents where required.
- Keep relevant website and social media content updated, and manage the hot meals ordering and payment system.
- Provide reports for the Local Governing Committee and ensure school policies are current and published.
- Handle confidential and sensitive matters with discretion and in line with Trust policies.

HR, Payroll and Finance

- Act as the first point of contact for HR and Payroll queries, working closely with the Trust's Central Team.
- Seek guidance from the Trust HR provider when needed and brief the Headteacher accordingly.



- Support all recruitment processes, including interview arrangements, school visits, and new staff induction.
- Maintain an accurate Single Central Record (SCR), manage personnel files, record staff absence, and support the Workforce Census return.
- Collate monthly payroll paperwork confidentially and in line with deadlines.
- Complete the monthly finance checklist; raise and receive orders; process invoices; manage credit card and staff expenses; and bank income promptly.
- Cost and monitor school trips, oversee school debt (meals, clubs, trips), and liaise with the Central Team on sales invoices.
- Provide required paperwork for monthly management accounts and the annual audit, and obtain quotes in line with the finance policy.

Premises

- Work closely with site staff and the Trust's Central Team on all onsite work, acting as the first point of contact for premises concerns.
- Coordinate compliance and routine maintenance activities with the site manager/caretaker to ensure a safe and well-maintained school environment.
- Keep health and safety records accurate and up to date on the Trust platform.
- Promote and safeguard the welfare of pupils, follow child protection procedures, and ensure safer recruitment and Trust-wide policies on data protection, equal opportunities, safeguarding, and health and safety are upheld.

Safeguarding

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

Other:

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> GCSE-level qualifications with strong literacy and numeracy Confident IT user with experience in busy office environments Proficient in MS Office, databases, email, internet, and basic financial tasks Experience supervising or supporting staff 	<ul style="list-style-type: none"> A-Level or equivalent in Business Management Safer Recruitment training Safeguarding training Fire safety training Health and Safety training Experience of working in a school environment
Skills & Knowledge	<ul style="list-style-type: none"> Strong written and verbal communication High-level ICT accuracy and attention to detail Excellent organisation, prioritisation, and time management Effective problem-solving and interpersonal skills Discreet, diplomatic, and committed to safeguarding 	<ul style="list-style-type: none"> Knowledge of, or interest in developing knowledge of, school finance and HR procedures Knowledge of MIS and financial software Understanding or oversight of recruitment processes
Personal Qualities	<ul style="list-style-type: none"> Self-motivated, adaptable, and calm under pressure Positive team player who builds good working relationships Trustworthy, punctual, and able to maintain confidentiality Enthusiastic, open to change, with a good sense of humour Professional in appearance and flexible to meet school/Trust needs 	<ul style="list-style-type: none"> Enthusiasm for learning and supporting business development Personal faith
Other Factors	<ul style="list-style-type: none"> Satisfactory Safer Recruitment Checks Must show understanding of equal opportunities, principles and practices 	