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Springmead Primary School

Office Manager Job Description

Job Title: Office Manager

Responsible to: Senior School Business Manager

Pay Grade: H5

PURPOSE OF YOUR JOB

To ensure high quality administrative support and organisation to facilitate the smooth running of the Springmead Primary School office enabling all staff to provide an outstanding education to children, including:

- Responsibility for and taking decisions for the organisation and administration of the school office
- The provision of administrative support for the Headteacher and Senior Leadership Team and Senior School Business Manager. (SSBM)

MAIN AREAS OF RESPONSIBILITY

1. To provide administrative support to the Senior School Business Manager
2. Working with the SSBM organise the complete administration of the school office
3. Provide secretarial support to the Headteacher. Assisting the Headteacher in the day-to-day administration e.g. Headteacher's diary and organisation
4. To provide administrative support to the School Leadership team (SLT).
5. Support the SSBM in the day-to-day financial management of the school including:
 - Co-ordination of invoices, statements, remittances and credit cards
 - Debtor management and banking
 - Co-ordination of the ordering process in line with the school budget and spend approval process
6. Under the direction of the SSBM manage the day-to-day functions of Personnel & Recruitment including:
 - Record where necessary all general personnel matters
 - Coordinate the recruitment process and clearance of new staff
 - Maintain personnel folders
 - Maintain the Single Central Record
 - Administration of Personal Days
 - Maintain staff training records and liaise with staff to ensure all staff are up to date
 - Ensure all staff have read all required documentation
7. Work with SLT and SSBM to track spend of pupil premium and other Government grants
8. Track wider curriculum provision for Pupil premium, SEN and other vulnerable pupils
9. Support the SSBM with the Submission of Statutory returns including the school census.

10. Maintain users on school curriculum platforms
11. Maintain the smooth running of the school's administration support services including
 - Communications & correspondence
 - Coordination of internal school dates and events
 - Website management
 - Oversee the secondary transfer and pupil admission processes
12. In conjunction with the SSBM maintain all visitor, contractor and volunteer checks and compliance.
13. Responsible for the coordination of the school calendar – highlighting potential issues e.g. high staff demand

SUPERVISION

The Office Manager is managed by the SSBM and Headteacher.
The Office Manager supervises a small team of administrative staff

JOB CONTEXT

The Office Manager is responsible for all the school's administrative, reception and back office functions.

Work will be generated by the SSBM, SLT and by parental enquiries. The requirements of government and other external bodies will routinely be passed to the postholder.

CONTACTS

The Office Manager works with all members of staff in the school and has contact with parents and external agencies.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in a school office environment (Essential)
- Excellent numeracy and literacy skills
- Evidence of computer proficiency, including Word and Excel
- Ability to organise, lead and motivate staff

PROBLEMS AND DECISIONS

- Maintaining a good relationship with staff, pupils and other stakeholders
- Implementing school policies
- Dealing with queries as appropriate
- Organising priorities – priorities are ever changing and a flexible approach is needed

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

Spiral Academies Trust anticipates that all employees of the Trust will be willing to work in other schools within the Trust, subject to need and consultation.

Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.

Person Specification

	Essential	Desirable
Qualifications and Professional Development	• GCSE or equivalent in English and Mathematics at grade C/4 or above • Experience of Microsoft Office (word, excel etc)	• Experience in using Google workspace (sheets, docs etc) • First Aid Qualification or willingness to train • Relevant professional qualification e.g. business administration
Experience	• Proven experience of working in a busy school environment or public facing role • Experience managing / using a management information system and generating reports	• experience of managing an administrative team • Experience in administering office finance
Skills and Knowledge	• Exceptional written and verbal communication skills with the ability to communicate warmly and professionally with all stakeholders • Outstanding time management skills; the ability to multitask, prioritise, work under pressure and meet tight deadlines • Understanding of data protection principles and the ability to handle highly sensitive information with absolute discretion • Pro active approach to problem solving day to day operational issues	• Knowledge of Safer recruitment processes and school HR administration • Understanding of school funding mechanisms

	Essential	Desirable
Personal attributes	Resilience in any situation Ability to remain calm and composed in challenging situations Empathy and approachability and the ability to reduce anxiety and manage heightened emotions Collaborative team player	Understanding of relational practise