

Central Bedfordshire Council

Job Description

Job Title: Office Manager

Responsible To: Headteacher

Responsible For: Administrative and clerical staff

Job Purpose: To manage the administrative functions within the school, to provide an efficient support service to the Headteacher and teaching staff.

Main duties and responsibilities:

1. To ensure the provision of a full secretarial service to the Headteacher, including typing/word processing documents, taking, and receiving telephone calls, making diary appointments, arrangements for hospitality, organising awards evenings and school fundraising events etc.
2. To organise and supervise the work of the clerical, administrative and finance staff including allocation of work, monitoring of workloads, and carrying out appraisals.
3. To be responsible for the development and maintenance of the school's management information systems, including those on personnel, finance, and pupil information; ensuring that effective administrative systems are in operation throughout the school.
4. To be responsible for the personnel administrative function in relation to new appointment, leavers, and changes to contracts, liaising as necessary with personnel and payroll providers and ensuring that appropriate pre-employment checks are undertaken (e.g. CRB, medical etc.).
5. To be responsible for overseeing procedures in relation to school finances, under the direction of the headteacher. This will include oversight of budget planning and monitoring, processing of orders and invoices and reconciliation of accounts. To ensure that financial reports are produced as required.
6. To co-ordinate and arrange provision of cover for absent teachers under the direction of the headteacher.
7. To ensure that all monies are collected and recorded in accordance with procedures and are banked in a timely fashion.

8. To handle petty cash and keep records of expenditure.
9. To oversee administration in respect of educational visits, in liaison with the Educational Visits Organiser, including liaising with staff, writing to parents, and collecting and banking money.
10. To oversee tasks relating to new admissions and the transfer of leavers and the maintenance of pupil records.
11. To ensure that the school prospectus and website is kept up to date.
12. To prepare draft letters and reports on behalf of the headteacher as required.
13. To prepare papers for, convene and organise the minuting of meetings for the headteacher and senior management team.
14. To oversee the administration of Free School Meals.
15. To oversee arrangements for monitoring of pupil attendance.
16. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
17. To undertake any other duties of a similar level and responsibility as may be required.