



JOB DESCRIPTION

Job Title: Office Manager

Grade: GR3

JOB PURPOSE:

- 1.0 This postholder will provide clerical, and administrative support to the Headteacher and school to enable the delivery of a professional and efficient and administrative service. Report directly to Head Teacher.

DUTIES AND RESPONSIBILITIES:

- 2.0 To be responsible for the overall efficient and effective running of the school offices
- 2.1 Provide leadership and guidance for administrative support staff.

PERSONNEL

- 3.0 Report to SBM regarding the overseeing of general personnel matters including employment clearance for new staff (medical checks, child protection) and ensuring all checks are completed before appointment
- 3.1 Maintain confidential staff records and ensure that staff records held in the school are kept confidential
- 3.2 Oversee and coordinate the administration of staff recruitment
- 3.3 Administration of letters of employment and any relevant referrals onto appropriate school system
- 3.4 Responsibility for maintenance of staff absence ensuring input of weekly absence details on portal
- 3.5 Ensure SCR is up to date and all documentation issued to new staff/contractors/visitors
- 3.6 Issue Disclosure forms to personnel, check evidence and process
- 3.7 Issue Leave of Absence request forms and record as appropriate
- 3.8 Ensure all personnel files are up to date
- 3.9 Complete/Consult yearly performance management of Receptionist
- 3.10 Ensure all yearly data checking forms are completed and childcare disqualification forms are completed

General

- 4.0 Act as correspondent for the DfES and be responsible for the records and returns required
- 4.1 Responsibility for compiling and returning School Census information throughout the year following guidelines for City Council, DfES, etc
- 4.2 Responsibility for administering schools admissions procedures
- 4.3 Liaising with Senior Learning Mentor regarding completion of in-year movement form for pupils admittance/departure. Ensure CTF is uploaded/downloaded
- 4.4 Produce monthly news letter
- 4.5 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 4.6 To ensure all tasks are carried out with due regard to Health and Safety
- 4.7 To undertake appropriate professional development including adhering to the principle of performance management.
- 4.8 **To adhere to the ethos of the school**
 - 4.8.1 **To promote the agreed vision and aims of the school**
 - 4.8.2 **To set an example of personal integrity and professionalism**
 - 4.8.3 **Attendance at appropriate staff meetings and parents evenings**
- 4.9 Any other duties as commensurate within the grade in order to ensure the smooth running of the school offices.

Finance

- 5.0 Raise orders onto the school finance system
- 5.1 Check delivery against school order raised on finance system and distribute to appropriate key stage/staff member
- 5.2 Sign out the school debit card
- 5.3 Input debit card expenditure onto school finance system
- 5.4 Inputting income onto school finance system

Premises

- 6.0 Liaise with contractors regarding testing, ensuring school log is up to date and filed in accordance with regulations.
- 6.1 First point of contact for staff to log any maintenance issues on site
- 6.2 Ensure statutory testing compliance is adhered to.
- 6.3 Carry out weekly fire alarm test and log appropriately
- 6.4 Maintain regular contact with the Trust's FM provider
- 6.5 Work closely with the Head Teacher regarding matters of site



PERSON SPECIFICATION

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Grade: GR3

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Substantial experience of working in an office environment	AF/I
	Experience of working in a school office	AF/I
	Experience of a wide range of administrative functions	AF/I
	Experience of supervising staff	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Good working knowledge of Microsoft office (Word and Excel)	AF/I
	Excellent interpersonal skills	AF/I
	Good organisational skills	AF/I
	Ability to work collaboratively and lead a team	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis.	AF/I
	Ability to work with autonomy within set boundaries	AF/I
	Ability to cope with conflicting demands, deadlines and interruptions	AF/I
	Ability to meet the physical demands of the post	AF/I
TRAINING	Interest in own personal development and willingness to undertake further training	AF/I
EDUCATION/ QUALIFICATIONS	GCSE's in English and Mathematics at grade A*-C or equivalent	AF/I

NB Full regard must be paid to overseas qualifications	Word Processing RSA II	AF/I
OTHER		
CONTRA INDICATION		