

Office Manager

Job Description

Grade: GR3

1. Job Purpose

- 1.1 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

2. Key Responsibilities

- 2.1 To be responsible for the efficient and effective running of the school office
- 2.2 Supervision of staff as required
- 2.3 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing
- 2.4 Responsibility for collecting and reconciling school monies and providing statistical information as required; administering free school meals and milk in schools scheme
- 2.5 Managing/monitor the ordering of General Stock resources
- 2.6 Responsibility for the management of the School Fund account
- 2.7 Responsibility for administering schools admissions procedures and accurately maintaining the pupil related information system Impulse
- 2.8 Responsibility for completing staff returns, and reconciling queries
- 2.9 Ensuring the provision of clerical support including typing/word processing, reprographics and filing
- 2.10 Liaising with the School Health Service in relation to pupil welfare
- 2.11 Liaising with the School Photographer and organising the timetable for photos
- 2.12 Responsibility for ensuring that an effective reception and switchboard service is provided
- 2.13 Supporting Governing Body Committees, including typing and distribution of minutes etc.

- 2.14 Maintaining the Single Central Record
- 2.15 Administration of employment contracts and checks, references, appointments forms, etc
- 2.16 Responsibility for maintenance of staff absence on school diary/LA system
- 2.17 Responsibility for updating staffing changes/additional payments etc on LA system/SIMS
- 2.18 Arranging supply cover for absent staff and verify time sheets
- 2.19 Responsibility for compiling and returning statistical information as required for City Council, CENSUS, etc.
- 2.20 Accurate recording data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met
- 2.21 Input/output of data and production of associated reports
- 2.22 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.
- 2.23 To ensure all tasks are carried out with due regard to Health and Safety
- 2.24 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.25 To adhere to the ethos of the school
 - 2.25.1 To promote the agreed vision and aims of the school
 - 2.25.2 To set an example of personal integrity and professionalism
 - 2.25.3 Attendance at appropriate staff meetings and parents evenings
- 2.26 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title: Strategic Business Manager
- 3.2 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~

2. Left to work within establishment guidelines subject to scrutiny by supervisor

~~3. Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
|------------|-------|-------------|---|
| | | | |

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

| | | | | |
|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria | Essential | Desirable | MOA |
|--|--|--|--------|
| Education/ Qualifications NB: Full regard must be paid to overseas qualifications. | GCSE's in English and Mathematics at grade A*-C or equivalent | | AF/C |
| | SIMS experience | | AF/I/T |
| | Experience of working within a school office | | AF/I/T |
| Experience Relevant work and other experience | Substantial experience of working in a school office | Experience of supervising staff | AF/I |
| | | | AF/I |
| | Experience of a wide range of administrative functions | Experience of updating Single Central Record | AF/I |
| | | | AF/I |
| Skills & Ability e.g. written communication skills, dealing with the public etc. | *Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 | Excellent working knowledge of Microsoft office (Word and Excel) | AF/I |
| | | | AF/I |

| | | | |
|-----------------|---|--|---|
| | <p>Excellent interpersonal skills</p> <p>Good organisational skills</p> <p>Ability to work collaboratively and lead a team</p> <p>Ability to interpret varying situations and solve problems on a day to day basis.</p> <p>Ability to work with autonomy within set boundaries</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Ability to meet the physical demands of the post</p> | | <p>AF/I</p> <p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> |
| Training | <p>Interest in own personal development and willingness to undertake further training</p> <p>SIMS training</p> | <p>Safer Recruitment training</p> <p>Impulse</p> | <p>AF/I</p> <p>AF/C</p> <p>AF/C</p> <p>AF/I</p> |

| | | | |
|--------------|--|--|--|
| Other | | | |
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
