

## Office Manager Job Description

**Job Title:** Office Manager

**Work Location:** Hardwick Primary School

**Reports To:** Executive Business Lead (and Head of School?)

**Accountable For:** Administration Team

**Grade:** E

**Salary Range:**

**Leads & Manages:** School Office, Finance Administration, HR Administration and Catering Team

### **Job Purpose**

To manage the day-to-day administrative functions of the school, including line management of administrative staff, to support the smooth running of the school.

To adhere to financial regulations, health and safety, data protection and other legislation relevant to duties.

The Office Manager promotes the highest standards of business ethos within the administrative function of the school and provides a link between the Executive Business Lead and the school, ensuring the most effective use of resources in support of the school's learning objectives.

### **General Duties**

#### **Office Management**

- To manage the day-to-day office and administrative function of the school, allocating work and resolving workload issues as appropriate.
- To line manage the administration/office team, including assisting with new staff induction, to ensure the school office is organised efficiently.
- Participate in the development of the administration/office team, by supporting, training and coaching as appropriate.
- To provide administrative support to the work of the Executive Business Lead and Head Teacher as required.

- To regularly monitor and review standards within the team to ensure the provision of a high-quality service to visitors to the school, staff, parents, pupils and other key stakeholders.

#### **Finance and Cash Management**

- Ensure the effective administration of the school meal system, including daily dinner numbers, free school meals and dinner money arrears.
- Ensure cash received for dinner money, trips, activities and sales is accurately processed, securely stored and banked on a regular basis.
- Reconcile accounts and resolve discrepancies, adhering to financial regulations and audit requirements at all times.
- Manage the process of placing orders and approving payments ensuring correct financial controls are applied.
- Responsible for purchase orders using a school credit card and reconciliation of statement monthly.

#### **Human Resources Administration**

- Ensure the school follows effective recruitment processes in line with Safer Recruitment guidelines including holding up to date and accurate job descriptions/person specifications, collation of required candidate information, ensuring all new staff have undergone the appropriate checks.
- Ensure effective induction of all staff, volunteers and visitors on site.
- Have oversight and responsibility for the completion of safeguarding checks for all adults in school and maintaining the school's Single Central Register.
- Carry out staff return to work and absence trigger meetings as appropriate.
- Submit occupational health referrals as requested by senior leadership team, and follow up as necessary.
- Organise supply staff for longer term / planned absences, in conjunction with the leadership team.

#### **Premises Management**

- Ensure that all Health and Safety audits, checks and records are in place.
- Ensure that cyclical and reactive maintenance are planned, completed and reported on.

- Line management of the school's catering team.
- Liaise with the Facilities manager regarding the management of the caretaker and cleaning team.
- Develop, manage and review site specific risk assessments.
- Liaise with IT support to ensure the smooth running of the school's network and systems.

### **Systems Administration**

- Manage the process of pupil admissions to the school.
- Act as the Educational Visits Coordinator for the school. Administer the school trips system (E-Visits) and advise staff as necessary.
- Ensure that pupil records are accurate and up-to-date, in line with Data Protection requirements.
- Ensure that statutory returns are produced and submitted, accurately and in a timely manner.
- Collate data reports for key stakeholders using the school's MIS and other sources.
- Manage pupil attendance administration, including daily recording, reporting, Children Missing Education processes and penalty notices.
- Ensure that the school's website is kept up-to-date, and compliant with government guidelines.
- Ensure that all data management complies with the Data Protection Act 2018, including reporting of data breaches, subject access requests and archive management.

### **General**

- Deal with enquiries from parents and others in person and by telephone.
- Ensure effective communications are in place, eg. parent texts, newsletters, letters to parents, school calendars.
- Contribute to the development of administrative policies and procedures.
- Participate in staff training, other learning activities and performance development as required.
- Ensure that safeguarding and welfare of children is considered at all times.

This Job Description may be amended at any time following discussion with you and will be reviewed annually.

### **Person Specification**

#### **Experience:**

- Relevant experience in a similar role (essential) in a school environment (desirable).
- Experience of managing change and implementing new systems/procedures/controls.
- Experience of preparing and presenting data and reports (essential).
- Experience of preparing and monitoring detailed budgets (essential).

#### **Qualifications/Training:**

- 5 x A\*-C GCSE or equivalent to include English and mathematics (essential)
- Certificate or Diploma in School Business Management (desirable).
- First aid qualification (desirable).

#### **Practical skills:**

- Competency in MS Office suite of applications (essential).
- Familiarity with school MIS (desirable).
- Working knowledge of a range of administration procedures
- Working knowledge of law with regard to health and safety legislation, employment legislation, contracts, Freedom of Information Act, copyright and data protection.
- Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals.

#### **Personal qualities and attributes:**

This role will demand above average levels of organisational ability (self and others), tact, diplomacy, courtesy and flexibility. The ability to build and form good relationships with children, colleagues and other professionals is important.

- Commitment to the school's ethos, aims and its whole community
- Commitment to the highest standards of child protection and safeguarding
- Excellent interpersonal and communication skills