Lightyear Federation

Caring, Dreaming, Thinking Bigger

Repton Manor Primary School

Job Description: Office Manager

Schools:	**Repton Manor Primary School**
Grade:	**KR7**
	£23,378 - £26,466 (pro rata £20,108- £22,764)
Hours:	**37 hours per week**
Weeks:	**40 weeks per year**
Responsible to:	**Business Director**
Date:	**July 2022**

Purpose of the Job:

The Office Manager will be a key member of Repton Manor Primary School and ensure the management of the administrative function within the school is efficient and effective in its delivery. The Office Manager will be responsible for the running of the school office and have line management responsibility for the Admissions/Attendance Officer.

The Lightyear Federation prioritises the safeguarding of children above all else, we recognise that the pastoral care provided by schools is imperative for the successful development of the whole child, both personally and academically.

Key Duties and Responsibilities:

- Plan, develop, organise and monitor support systems and procedures within the school office.
- Provide support, advice and guidance on administrative issues to staff.
- Liaise with children, parents/carers, staff and external agencies.
- Responsible for the school's management information system relating to children, parents/carers, ensuring this is accurate at all times, including changes in FSM entitlement, Healthcare Plans, contact details, enrolments etc.
- Healthcare Plan coordinator, liaising with families and staff regarding individual children's Healthcare Plans.
- Accurate recording and completion of the School Census.
- Manage communication for the school, ensuring that it is timely, accurate and sent to all relevant stakeholders and/or placed on website, this will include all parent communication, parents evening bookings, newsletters etc.
- To proactively review, maintain and update the School's Website.
- To maintain accurate training and absence records for all school staff, working with the Business Director to enable detailed reports to be prepared.
- Booking staff training as required
- First Aid coordinator for the school, including being trained and organising training of staff and management of first aid supplies.

- Assist with the development of policies and procedures relating to administration, health and safety, security, confidentiality and GDPR.
- Manage the Admissions/Attendance Officer, ensuring that all legislation relating to admissions and attendance is being met.
- To ensure the school complies with legal admissions processes.
- Assisting the Business Director with the representation in Admission Appeals Hearings and Enquiries.
- To coordinate extra-curricular clubs.
- Secretarial support for the Head of School and Deputy Headteacher.
- And any other duties as designated by the Executive Head Teacher.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Lightyear Federation
Person Specification: Office Manager

	CRITERIA
QUALIFICATIONS	• Level 2/3 Diploma (or equivalent)
EXPERIENCE	• Experience in administrative roles • Experience of drafting reports and correspondence • Experience of supervising staff • Previous experience of working with children and families in the public, private or voluntary sector
SKILLS AND ABILITIES	• Report-writing skills and ability to draft correspondence • Supervisory skills • Ability to undertake training • Excellent interpersonal and organisational skills when dealing with all levels of staff and external agencies • Computer literacy – ability to produce a range of documents and reports, including non-standard reports, using Windows package, Excel spreadsheet and database functions • Ability to undertake research and analyse data • Diary and time management skills • Ability to organise own workload and that of others to achieve a range of deadlines • Ability to balance constantly changing priorities • Ability to work within a climate of change • Ability to take a proactive approach • Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements • Ability to investigate complex queries and anomalies when required • Ability to take accurate notes and minutes of meetings • Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned • Co-ordination skills when arranging meetings and appointments and arranging client care arrangements when required • Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	• Knowledge and experience of relevant systems and specialist ICT packages • Knowledge of the School's Record Retention Policy and Subject Access requests • Knowledge of computerised and manual filing systems • Awareness of GDPR and confidentiality issues