



# Job Description

<b>Job Title:</b>	Office Manager
<b>Location:</b>	Barming Primary School (Includes the PreSchool)
<b>Grade:</b>	Kent Range 6 (pro rata)
<b>Hours:</b>	37 hours per week during term time
<b>Weeks per year:</b>	38 weeks plus 5 inset days and 5 additional days over the year (to be agreed) 40 weeks per year in total
<b>Responsible to:</b>	Headteacher/Executive Headteacher
<b>Responsible for:</b>	1 x Administrative Assistant

## **Purpose of the Job:**

Working closely with the Trust Finance Manager, LEA, Headteacher and Governing body (as required) in order to organise and supervise administrative systems and support staff in the school office by being responsible for undertaking administrative, financial, organisational processes ensuring confidentiality at all times.

## **Key duties and responsibilities:**

### ***Business and financial management***

- a) Manage the schools administrative systems through planning, developing, designing and monitoring support systems and procedures which may include finance and HR.
- b) Take part in the recruitment and appointment of new administrative staff, contribute to the development of their training programmes / learning opportunities and undertake mentoring.
- c) Arrange provision of data and information to the Senior Leadership Team, the Governing Body and outside agencies.
- d) Contribute to the development of policies for the school.
- e) Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school (e.g. requisitions and/orders, invoicing and accounting entries) ensuring compliance with LEA guidelines and ensuring best value for money.
- f) Where appropriate go out for tender for contracts such as new external providers For example caterers
- g) Responsible for producing annual and statutory returns.
- h) Manage stocks of supplies and consumables, ensuring all purchases are fit for purpose.

### ***Administrative management***

- a) Plan, develop, organise and monitor administrative systems, and procedures.
- b) Contribute to the development of administration policies.
- c) Provide support, advice and guidance on administrative issues to Senior Leadership Staff, Governing Body and others.
- d) Liaise with other staff, pupils, parents/carers and external agencies.

- e) Develop and maintain recording and information systems, including personnel staff.
- f) Undertake analysis and interpretation of data and produce detailed reports and complex information.
- g) Ensure effective IT provision for school for administrative purposes. Ensure the administrative IT systems are maintained and backed up to secure the school's financial and administrative records. Ensure new administrative hardware and software are installed and upgrades carried out as appropriate so that the correct versions are in use at all times.
- h) Responsible for completion and submission of forms, statutory returns etc., including those to outside agencies.
- i) Ensure pupil records are maintained manually and on computer to ensure up to date information is held by the school and sensitive information is secure and confidential, in line with current legislation.
- j) Ensure that the school complies with data protection legislation (GDPR), and to keep all members of staff up to date with current legislation and their legal responsibilities in this area.
- k) Produce correspondence and manage all queries from various sources, in writing or by telephone, to ensure that problems can be solved, and that precise information is given, escalating where appropriate.
- l) Effectively manage the schools communication system (ParentMail/ClassDojo and Studybugs) including the sending out of emails, electronic forms (consent/data collection etc.), parents evening bookings etc.
- m) Allocate work to administration staff accordingly and ensure completion.
- n) Manage / supervise and assist in the recruitment of administrative staff.
- o) Contribute to marketing and promotion of the school.

### ***Human Resources Management***

- a) Be responsible for general personnel administration including recruitment administration, pre-employment checks, monitoring and variation of contracts and completion of documentation for Personnel and Payroll.
- b) Maintain the school's Single Central Record and Training Record ensuring all are up to date.
- c) Update personnel and payroll records in response to staffing and personal changes. Maintain confidential staff records, monitoring staff absence, annual leave, overtime and expenses.
- d) Maintain all administrative records and the School Information System (Scholar Pack) to ensure current and up to date information on staff, students and budgets is accessible and accurate.

### ***General***

- a) Actively model and promote the values and ethos of the school.
- b) Be an approachable and friendly face of the school.

### ***Safeguarding***

Barming Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed: ..... (Postholder) Date: .....

Signed: ..... (Headteacher) Date: .....

Footnote - This job description is provided to assist the postholder 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.