

## **Job Description: Office Manager**

- **School:** St Peter's C of E Junior School
- **Grade:** Kent Range 7/8  
37 hours per week
- **Responsible to:** School Business Manager

### **Purpose of Job:**

Support and liaise with the Headteacher and Senior Leadership Team (SLT), Governing Body, staff, volunteers and pupils in the organisation of the effective running of the school. Promote the school in a positive manner at all times to staff, pupils, parents, volunteers and visitors. To contribute to and promote a positive working atmosphere within the office and the wider school community. To understand the need for discretion and confidentiality at all times.

### **Principal Accountabilities**

#### **Office**

- To work with the school's Business Manager to ensure that the school has consistently high quality financial and administrative support to fulfil its primary function of providing the best quality education.
- To help oversee the smooth, efficient and professional running of the school's front office.
- To lead by example, supporting the Business Manager with day to day oversight of the members of the administrative team.
- Organise the administrative elements within the school involving school diary management, timetabling of the rooms on site.
- Have responsibility for wider communication through various media including the school communications system, responsibility for the structure, updates and maintenance of the website and the school's social media.
- Organise and ensure the smooth running of Parent Evenings, with responsibility for the parents evening system used by the school.
- To assist in the organisation of school trips including Year 6 residential visits and activity days/weeks. This includes making bookings, arranging coaches, sending out letters to parents, collecting money, maintaining accurate records.
- Maintain pupil and staff records manually and on SIMS database to ensure up to date information is held by the school and that sensitive information is secure and confidential, in line with Data Protection requirements.
- To assist with preparation and submission of the annual school workforce and pupil census.
- To be a SIMS system manager for the school supporting with end of year procedures.

- Support and inform Data Protection and GDPR processes within the school.
- To produce data reports from SIMS into excel working with the Assistant Head with responsibility for assessment.
- To produce reports and collate information for Headteacher, SLT and Governing Body as required.
- To receive and distribute incoming mail and telephone or electronic messages.
- To originate correspondence and sign letters, with agreement of the Headteacher
- Organise supply teachers, liaise with supply agencies and process claim forms.
- To ensure accurate records are kept of visitors to the school, pupil's late arrivals and early departures.

## **Finance**

- Responsible for overseeing the school's online payment system. Setting up, monitoring and recording payments, chasing overdue trip payments from parents.
- To have specific responsibilities in line with the school's segregation of duties for ordering and procurement.

## **Human Resources**

- To ensure all staff have an up to date DBS check and all records are maintained in the school's Single Central Record in an Ofsted-ready format at all times.
- Record staff absences, reporting as required to personnel/payroll.
- Process personnel forms (setting up personnel, sickness, absence and overtime claims and change of hours) as directed.
- To assist in the administration of the recruitment process.
- To maintain staff records and to ensure that staff records held in the school are kept confidential.
- To be the school's Work Experience Co-ordinator, arranging placements with staff and induction meetings with students.
- To be the school's Volunteer Co-ordinator, responsible for the recruitment, induction and placement of volunteers throughout the school

## **Admissions**

- Support the SLT in organisation of Open Days, updating of the School Prospectus, and marketing the school positively.
- Show new parents around the school and promote a positive image of the school

- Responsible for administration of in year admissions, the school's waiting lists, and the intake and withdrawal of pupils within the school year
- Responsible for the organisation and administration of the secondary transfer system and Year 3 admission process
- Administer Kent Test applications, results and collate secondary transfer information.

### **Other Duties**

- Manage queries from various sources, in person, in writing or by telephone, to ensure that problems can be solved and that precise information is given.
- To hold an up-to-date first aid certificate and treat pupils with minor injuries.
- Filing, dealing with telephone calls and emails to guarantee an efficient and well-structured office system
- Liaise with the PTFA to facilitate events
- Other duties as directed by the Headteacher and as appropriate to the job level.