

JOB DESCRIPTION: OFFICE MANAGER

School:	Offham Primary School
Grade:	KR7 (£25,378 - £28,466 FTE)
Hours:	37 hours per week
Weeks:	42 weeks per year
Responsible to:	Headteacher

PURPOSE OF THE JOB:

The Office Manager will be a key member of Offham 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.

Offham Primary School prioritises the safeguarding of all children above all else, we recognise that the pastoral care provided by the school is imperative for the successful development of the whole child, both personally and academically.

KEY DUTIES AND RESPONSIBILITIES:

- Manage the day to day workload of the school office, dealing with all correspondence, calls, enquiries, visitors and all routine administrative tasks and delegating work as appropriate to the Office Assistant.
- Ensure the staffing of the reception desk and provide cover as necessary to maintain service in the event of staff shortages.
- In liaison with HR Connect, maintain staffing records and provide support with new starters, leavers, contract changes, absence records and recruitment processes and overtime claims.
- Undertake a range of financial administrative duties, including the placing of orders, the processing of invoices, the preparation of cheques and bank transfers, the banking of cash and cheques, the issuing of receipts and the management of supplier issues, ensuring that the correct financial controls are applied and that the school adheres to financial regulations and audit requirements.
- In liaison with Schools Financial Services and the Headteacher assist with monthly budget monitoring and setting of the budget.
- Supervisory responsibility of the Office Assistant to ensure key responsibilities are carried out such as; the school's management information system is up to date at all times, attendance procedures are adhered to, DBS checks for the school are carried out in line with current safeguarding procedures and that the SCR is maintained to a high standard.

- Oversee administration for extended school's provision and catering. This includes updating terms and conditions for Breakfast and After School Cub, monitoring bookings, arranging for staff absences and liaison with catering and extended provision staff.
- Maintain stocks and supplies, distributing and re-ordering as and when required.
- Be responsible for ensuring high standards of communication with all stakeholders.
- Monitor and update the school website liaising with the Headteacher regarding any entries and updates as and when required, ensuring that lunch menus are updated and calendar dates are always up to date.
- Support the HT in the production of the School Newsletter, School Certificates and information for Governors.
- Produce reports from SIMS and other systems as required by SLT and take accurate meeting notes where required.
- Manage GDPR compliance within the office systems and processes
- Have an understanding and commitment to the school's procedures relating to health and safety
- Arrange school trips and events, liaising with the Educational Visits Co-Ordinator for the appropriate authorisation and collate information regarding relevant charges and costings. Also, ensure that all required records and permission slips have been received and are available to the group leader.
- Arrange visits from external agencies/companies and school workshops, eg. school nurse, photographer and other parties, sending relevant documents to participants
- Act as a first aider for the school and manage a list of staff first aiders
- Confidently operate office and IT equipment, systems and programmes.
- Represent the school when dealing with pupils, parents, governors, visitors and contractors when dealing by telephone and through face to face contact
- Assist with the development of policies and procedures relating to administration, health and safety, security, confidentiality and GDPR.
- To coordinate the extracurricular club timetable
- Share the school's commitment to prioritising safeguarding and promoting the welfare of children.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate member of staff.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> - Developed skills in use of ICT (Word, Excel etc) to keep accurate and comprehensive records - Experience in administrative roles 	<ul style="list-style-type: none"> - Experience within a school setting and using school systems - Experience of supervisory responsibility
Knowledge and Skills	<ul style="list-style-type: none"> - Highly developed oral and written communication skills - Proven ability to deal sensitively with a range of issues - Ability to act professionally and facilitate good working relationships with colleagues - Ability to respond positively to and actively the senior leadership team - Ability to multi-task and work accurately under pressure - Ability to organise, prioritise and delegate work effectively - Ability to balance constantly changing priorities - Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements - Knowledge and experience of relevant systems and specialist ICT packages e.g SIMs, ParentPay 	<ul style="list-style-type: none"> - First aid qualification - An understanding of GDPR - An understanding of school processes relating to HR and Finance
Qualifications	<ul style="list-style-type: none"> - High level of literacy and numeracy - Qualifications to Level 3 or above - Minimum 5 GCSEs (or equivalent) including Maths and English 	
Personal Qualities	<ul style="list-style-type: none"> - Hardworking and enthusiastic presenting a professional manner at all times - Share the school's commitment to safeguarding and promoting the welfare of children - A commitment to equalities and preventing discrimination - Commitment to continuous learning - Have a sense of humour and be committed to working in a school environment supporting children and staff 	