

Job Description for Office Manager

Responsible to: Executive Headteacher and Head of School

Purpose of Job: To manage the School Office including Finance, Personnel and Health and Safety.

Duties and Responsibilities

Administration

- Provide administrative, and organisational services to the school
- Liaise with pupils, parents/carers.
- Liaise with other staff and external agencies
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages (G-Suite)
- Process forms, returns, etc., including those to outside agencies
- Contribute to the planning and development of administrative procedures and systems.
- Carry out key tasks on our MIS (Management Information System, this is currently SIMS) such as running reports, data entry and census returns
- Allocate and demonstrate work to administrative staff.
- Undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- Communicate with our families via ParentMail/Class Dojo as necessary.

Personnel

- Organise, manage and update school HR documents and files.
- Support the Leadership team with any recruitment processes.
- Carry out Safer Recruitment checks, such as DBS checks, reviewing references and health checks, ensuring compliance with requirements and efficiency is achieved
- Input and monitor entries into the single central record (SCR), ensuring compliance with safeguarding and local requirements
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Act as the point of contact for staff questions about HR policies and procedures
- Record and monitor staff absence, putting support in place to reduce the risk of long-term absence

Finance

- Assist with the design and implementation of the school's financial procedures and systems
- Prepare the draft annual budget and financial plans alongside the leadership team
- Maintain the school's accounting systems (FMS and BPS)
- Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations
- Produce financial analysis and reports, including liaising and reporting to the Governing body and/or Local Authority.

WOODCHURCH CE PRIMARY SCHOOL

- Assist with the monitoring and maintenance of stock and order supplies as necessary.
- Manage petty cash and ensure appropriate use of the school's bank accounts
- Process orders and approve payments ensuring correct financial control is applied
- Reconcile accounts
- Be responsible for the collection of dinner/trip etc monies and completion of all catering returns for school meals and free school meals and liaison with parents.
- Collect, record and issue receipts for School Fund monies as required, including school uniform, trips, swimming etc
- Carry out all financial administration in accordance with appropriate LA and school financial regulations and policies.

Health and Safety

- Ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book.
- Accept and sign for deliveries as appropriate.
- Provide hospitality for visitors to the school.
- Open, sort and distribute incoming mail and post outgoing mail.
- Use and update electronic school calendar
- Liaise and manage Health and Safety contractors and day to day maintenance operatives.
- Act as a First Aid at Work and Paediatric First Aider.
- Administer medication to pupils and comply with school policy and procedures in relation to this.

General

- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Undertake administrative duties, such as answering phone, filing, and document preparation.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School to carry out appropriate duties within the context of the job, skills and grade.