**School Office Manager**

**Smeeth Community Primary School**

**Job Description:** Office Manager

Purpose of the Job: To manage the administrative function within the school.

**Key duties and responsibilities include:**

* Manage the day-to-day running of the office and provide effective administrative support for the school
* Input, monitor and record attendance data and provide reports
* Manage and maintain admission processes, including the transfer of records for pupils joining and leaving the school in year
* Provide finance administrative support to the Finance Manager
* Undertake First Aid Training
* Maintain the school website and keep it up-to-date
* Assist in the maintenance of various Management Information Systems, including Arbor
* Manage the day-to-day administrative functions of the school by monitoring the telephone and office inbox
* Type up and/or proofread any documentation such as letters due to go out to parents as and when required

* Provide a warm, professional welcome to visitors
* Manage and maintain school diary, and help to set up meetings as required
* Ensure manual and computerised records and management information systems for pupils are kept up to date and in line with strict GDPR procedures
* Produce reports, information and data returns as requested by the local authority
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Any other work that supports the smooth running of the school office as determined by the Head Teacher.
* Adhere to the Staff Code of Conduct

**Smeeth Community Primary School** is committed to safeguarding and promoting the welfare of children This role is subject to an enhanced DBS check

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