

# Job description: school office manager

Greenfields Community Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

**Salary:** KSC/D Depending on experience

**Hours:** 32.5 hours a week (term time +2 weeks)

**Contract type:** Permanent

**Reporting to:** Headteacher

**Responsible for:** other members of the office team

## Main purpose

The school office manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative, financial and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

## Duties and responsibilities

### Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school=

### Attendance Management

- Take the lead in monitoring pupil attendance, maintaining accurate registers, and following up on absences.
- Work with staff, pupils, and families to improve attendance in line with school policies.
- Produce attendance reports for senior leaders and governors.

## Leadership

- › Line manage all administrative staff, including reviewing staff performance and carrying out appraisals
- › Train and develop administrative staff as appropriate
- › Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
- › Develop an office team that delivers and meets the needs of the school
- › Take all decisions in line with the vision and values of the school, and encourage others to do the same

## Administration

- › Manage manual and computerised record/information systems
- › Analyse and evaluate data/information and produce reports/information/data as required
- › Provide personal, administrative and organisational support to other staff and the governing board
- › Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- › Assist with managing the school's email/messaging inbox, ensuring the school meets its expected response times and emails/messages are forwarded to the relevant staff member as necessary
- › Manage and organise completed forms from parents
- › Organise and distribute incoming and outgoing post
- › Manage the induction process for new pupils
- › Book training courses for staff

## Resource management

- › Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- › Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- › Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- › Assist with procurement and securing sponsorship/funding
- › Assist with marketing and promoting the school
- › Manage financial administration procedures and maintain appropriate records to satisfy audits
- › Assist with the planning, monitoring and evaluation of the budget
- › Manage office expenditure with an agreed budget
- › Manage service contracts
- › Assist with the organisation of premises repairs under the direction of the senior leadership team
- › Manage school licences and insurances
- › Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

## Compliance

- Support the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The school office manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)</li> </ul> <p>GCSE English and Maths (Level C or above)</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Working in an office environment at senior level</li> <li>➤ Organising, leading and motivating other staff</li> <li>➤ Developing, managing and operating clerical/administrative/financial and organisational systems</li> <li>➤ Managing staff</li> <li>➤ Working with children or young people</li> <li>➤ Managing school finances and budgets</li> <li>➤ Analysing and evaluating data</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good knowledge of financial regulations</li> <li>➤ Excellent attention to detail</li> <li>➤ Excellent literacy and numeracy skills</li> <li>➤ Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems</li> <li>➤ Ability to use relevant office equipment effectively</li> <li>➤ Ability to plan, organise and prioritise</li> <li>➤ Understanding of data protection and confidentiality</li> <li>➤ Understanding of safeguarding</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Embraces change well</li> <li>➤ Deals with difficult situations effectively</li> </ul>

## Notes:

This job description may be amended at any time in consultation with the postholder.