



School Office Manager

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	School Office Manager	School Name:	St. Lawrence Church of England Primary School
Grade and Range:	KSB - £25,126 (FTE)	Hours:	35 Hours a Week (Term Time Only)
		Working Pattern:	Monday-Friday (exact hours to be confirmed with the successful candidate)
Reports to:	Headteacher	Supervises:	Office

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

Key duties and responsibilities include:

- Be the first person parents and visitors come into contact with and provide a warm, professional welcome to all;
- Manage the day-to-day running of the office and provide effective administrative support for the school;
- Be responsible for the Single Central Record and for keeping it updated;
- With the premises manager, keep the COSH register up-to-date and support with Health and Safety matters as necessary;
- Input, monitor and record attendance data and provide reports as necessary;
- With the Headteacher and Assistant Headteacher, compile the fortnightly School Newsletter;
- 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 and be a named First Aider;
- Deal with our lunch provider and send through daily lunch numbers;

- Maintain the school website as necessary and keeping the website diary up-to-date;
- Assist in the maintenance and administration of our Management Information System, Arbor, and our Safeguarding Training Provider, SSS
- 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;
- Manage and maintain the 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 Headteacher.
- Adhere to the Staff Code of Conduct

St Lawrence Church of England 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.

Qualifications / Education	None specifically but a good level of written and spoken English is needed to perform these duties effectively
Experience	Experience of working in a school office is an advantage but not necessary
Skills and Abilities	Excellent writing skills / communication Have a warm friendly and welcoming personality Ability to undertake training Excellent interpersonal and organisational skills

	Computer literacy – ability to produce a range of documents and reports Ability to undertake research and analyse data Diary and time-management skills Ability to work to deadlines and prioritise Ability to be flexible and proactive Ability to develop, monitor and maintain effective computerised and manual systems Ability to reason and problem-solve Ability to take accurate notes and minutes of meetings Ability to support the administration of financial systems Commitment to equalities and the promotion of diversity in all aspects of working
Knowledge	Awareness of Data Protection and confidentiality issues Staff will be expected to have an awareness of and work within national legislation school policies and procedures relating to Health and Safety
Personal Attributes	St. Lawrence is a small staff team and it's essential that everyone works together in the best interests of our children. Above everything else, we are looking for a good team player and someone who will go above and beyond for the children and families in our care. We have close relationships with our families and this is built on warmth and trust. Our new Office Manager will play an absolutely pivotal role in ensuring that these relationships remain at the heart of what we do in the best interests of all our children.