



Canterbury Road Primary School

Job Description: Office Manager

Responsible to:	The Headteacher, Governing Body of the school
Grade/Pay Range:	Kent Scheme E/F dependent on experience
Contract:	Both full and part time considered dependent on experience
Main purpose:	To provide a full range of finance, personnel and administrative support to the school.

The core purpose of the Office Manager at Canterbury Road Primary School is to lead a range of finance, personnel and administrative tasks and responsibilities. This involves:

Finance

- Assisting with the design and implementations of the school's financial procedures and systems
- Assisting the Headteacher with the preparation of the draft annual budget and financial plans, analysing, interpreting and profiling information
- Maintain the school's accounting systems
- Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendation
- Ensure that the school complies with statutory requirements from the DfE, KCC, Governing Body and other agencies
- Produce financial analysis and reports, including liaising and reporting to the local authority
- Manage the School Fund within school and LA requirements to ensure that the school receives best value for money
- Manage any onsite cash and ensure appropriate use/storage/depositing
- Process orders and approve payments ensuring correct financial rigor and record keeping is applied
- Reconcile accounts
- Responsible for adherence to financial regulations and audit requirements and advising on the application of these
- Implement the school policy with regard to the hiring of school facilities and manage the associated financial transactions ensuring all necessary requirements are met



- Negotiating contracts to ensure the most efficient use of resources to ensure best value for money at all times
- Deal with VAT returns and liabilities

Personnel

- Ensure DBS checks and the single record of employment is kept up to date for all staff and volunteers in line with the latest guidelines
- Maintain personnel files for all staff and ensure that the personnel database is kept up to date
- Oversee the roll of the school administrator, providing support and guidance as needed
- Work together with the site manager to organise works and access as needed
- Production of all personnel correspondence
- Ensure that payroll records are up to date and accurate
- Check payroll variations each month and ensure anomalies are rectified
- Action payroll and contractual changes
- Maintain absence records for internal and payroll purposes and DfE returns

Data

- Collect assessment Statutory data and submit to relevant agencies e.g. DfE
- To undertake and compile the census for submission
- Oversee that pupil attendance is recorded accurately liaising with the Headteacher, Assistant Headteacher and FLO where there are concerns
- Develop and manage databases using FMS systems and/or other computerised systems as appropriate

Developing self and working with others

In order to achieve this they will:

- Undertake day-to-day supervision of more junior staff
- Undertake administrative duties, such as reception, filing, and document preparation
- Participate in the school's appraisal and professional development, ensuring that objectives are set and met within the agreed time-scale
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities



Additional responsibilities

- Work as part of the team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children
- The postholder will be required to undertake first aid training and carry out those duties as necessary. They will oversee first-aid within the school, ensuring that medical room is fully equipped and keep up to date with necessary first aid qualifications
- Uphold the Staff Code of Conduct
- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher
- Show commitment to the school, its vision and values ensuring equal opportunities for all in the school community, opposing strongly any form of discrimination