

**Job description: Office Manager**

**Salary Range: KR7**

**Reports to:**  **Headteacher**

**Purpose of Job:**

To provide an effective administrative service to support and enhance the running of the school. To support the Headteacher, staff and pupils in the organisation of the running of the school, both from an administrative viewpoint. Promote the school in a positive manner at all times to staff, pupils and visitors. Also responsible for the administration of the school office and school office systems. Manages the admissions policies of the school.

**DIMENSIONS:**

1. a) Monitors stock and re-orders as necessary.

b) School funds - banks and collects monies.

c) Supply budget: arranges supply, processes paperwork.

1. 1 office assistant Grade KS3

**PRINCIPAL ACCOUNTABILITIES:**

* Provide a secretarial and administrative service to the Headteacher and other staff, acting as a personal assistant to the Headteacher, keeping the diary, making arrangements and carrying out general office duties in order to free the Headteacher and other staff to concentrate on curricular issues.
* Ensure that all eforms and contracts are signed and saved in the relevant timescales.
* Maintain to the Single Central Record in accordance with safeguarding guidelines.
* Arrange supply cover when needed and keep the Trusts HR and Payroll Officer informed of length of absence so that relevant insurance claims can be made.
* Administer first aid to pupils to ensure their welfare at school.
* Collect, record and bank all monies in connection with swimming, school uniform, school journeys, dinner monies and outings in order to comply with financial regulations and audit procedures.
* Control stock and reorder school uniform to ensure that adequate supplies are always available.
* Maintain the School’s Information Management System (SIMS) database of pupils and staff records and ensure that all personnel administration is processed in liaison with the Trust HR and Payroll Manager so that their is correct payment of salaries and compliance with employment legislation.
* Collate and monitor applications for admissions, including new intake of pupils; provide prospective parents with information on the school; enter new intake onto data the pupil database; send pupil files and record cards to the relevant schools to ensure that procedures are complied with. Also preparing computerised pupil records to upload to the DFE secure website and downloading incoming records and importing into SIMS.
* Prepare for, produce and upload the school census returns and any other returns, eg assessment returns when exporting from Assessment Manager and FSP to DFE secure website. Also deliver assessment documentation to appropriate collection point.
* Ensure that equipment stocks are adequate and, when necessary re-order to keep stocks at an acceptable level.
* Manage all queries from various sources, in person, in writing or by telephone to ensure that problems can be solved and that precise information is given.
* Organise the administrative division within the school involving typing, diary management and filing, dealing with telephone calls to guarantee an efficient and well-structured office system. Manage the work of the school office and clerical assistant, plan and coordinate the work to ensure deadlines are met.
* Maintaining and managing the school diary system.
* Ensure that the health and welfare issues of the staff are dealt with in the appropriate manner.
* Develop and maintain efficient and up to date manual and computer systems ensuring that information such as attendance records, admissions and contact details are kept confidential but making sure that such records are accurate and readily available.
* Arrange school photographer and produce appropriate letters to parents and liaising with photographic company regarding payment and collection.
* Induct and train new administrative staff in addition to welcoming new staff from all areas to ensure that they are well informed of school procedures and policies.
* Maintain and update assessment software ensuring that all pupil data and assessment data are entered accurately and to meet deadlines.
* Deal with sick and injured children and completing relevant forms where necessary. In the event of an accident, completing the relevant forms in compliance with Health and Safety regulations.