

Rosherville Church of England Primary Academy

JOB DESCRIPTION June 2019

JOB TITLE: Office Manager

Kent Grade 6 – 37.5 hours weekly

Purpose of the job

To organise, maintain and manage all office functions including personnel and staffing issues, purchasing of resources, overseeing general premises maintenance and health and safety, and general duties to ensure the smooth running of the school.

To line manage the school caretaker with regard to ensuring the good maintenance of the school.

To ensure confidentiality regarding all school issues is maintained.

Responsible to: The Executive Headteacher and Head of School

DUTIES AND RESPONSIBILITIES

GENERAL

- To always maintain a good quality front office service for all stakeholders.
- To ensure all enquiries are dealt with promptly.
- To maintain the front office in a manner that presents the school in a positive way.
- To liaise with all service providers as required.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work aims of the School.
- Establish constructive relationships and communicate with other agencies/ professionals.
- Participate in training and other learning activities and performance development as required. Complete all admin relating to school dinners and pupil requirements.
- Ensure all admin relating to school trips and clubs is completed and correct including Breakfast Club.
- Ensure all admin is completed in relation to first aid; fruit and milk; and pupil collection.
- Monitor and order stock and record payments; eg. Stationery and uniform.
- Maintain the school diary.

FINANCE

- Liaise with the Trust Finance Team on general finance issues.
- Identify the need for, select and manage the ordering of supplies and equipment for the school including raising purchase orders and ensuring settlement of accounts.
- Ensure the proper collection, reconciliation and banking of any monies received by the School.
- Maintain an assets register and inventory.

PERSONNEL AND STAFFING

- To ensure the Single Central Record is maintained and correct.
- Maintain and update personnel database for staff.
- To liaise with the Head of School and Executive Headteacher on personnel issues.
- To be responsible for school personnel administration.
- To maintain a record of individual staff training and certificates of competency.
- To maintain a record of individual staff absence.

PUPILS and PARENTS

- Maintain all SIMS records as required.
- Work with Kent Admissions for YR annual intake.
- Ensure the efficient process of in year pupil Admissions and Leavers
- Ensure all pupil records are kept up-to-date
- Liaise with parents as required
- Register daily attendance and keep records as required.
- Complete the school Census as required

ESTATE MANAGEMENT

- To implement risk management and loss prevention strategies in the school to reduce insurance costs.
- To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.(Caretaker)
- To keep records of and to initiate fire practices and alarm tests. To ensure emergency procedures are current and timely.(Caretaker)
- To organise the upkeep of playing fields, gardens, all weather surfaces, and land drainage. To ensure the maintenance of boundaries, footpaths, roads, and rights of way.(Caretaker).
- To co-ordinate purchase, repair and maintain all furniture and fittings.
- To be responsible for the management of Health & Safety within the school.(Caretaker)

ADMINISTRATION

- To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- To be responsible for the systems and general management of the School's administrative and financial computer network, the implementation of the appropriate Management information Systems and the full computerisation of the administrative accounting and record system, including desk top publishing.
- To provide for the preparation and production of all school records and publications.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.