Brabourne Church of England School

Job Description Office Manager

Responsible to: Headteacher

Purpose of the Job: To provide administrative and organisational services to the school under the management and guidance of senior staff.

Key duties and responsibilities:

1. Liaise with pupils, parents/carers.

2. Provide administrative support for the admissions process and the secondary transfer process.

3. Monitor pupil attendance and run reports.

4. Update and maintain both school and children's records, extract information from government and LEA websites, and produce ad hoc reports/print-outs.

5. Maintain medical records for pupils.

6. Liaise with other staff and external agencies and the LA.

7. Analyse and evaluate data and information and run reports.

8. Operate bespoke school information management systems.

9. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.

10. Process forms, returns, etc., including those to outside agencies e.g. Census.

11. Contribute to the planning and development of administrative procedures and systems.

12. Train as a first aider and administer medicines and first aid to pupils to ensure their welfare at school.

13. Respond to reception and visitor enquiries.

14. Draft correspondence to send via email/text to staff and parents

15. Organise arrangements for school visits and events.

16. Complete Local Authority and DfE returns e.g. Workforce Census and PLASC.

17. Monitor and enquire about pupil absences

18. Undertake personnel administration, such as DBS checks.

19. Such other duties as the Headteacher may from time to time require.

Job Description Office Manager + Finance

Responsible to: Headteacher

Purpose of the Job: To provide financial services to the school under the management and guidance of senior staff and the Governing Body.

Key duties and responsibilities (in addition to those outlined above):

1. Manage all aspects of the financial systems within school, including:-

- Processing and monitoring monthly salaries and the school budget -both the main school budget and the school voluntary fund
- Completing VAT returns
- Managing the school budget
- Completing KCC six and nine month monitoring and annual returns
- Assisting in the setting of the school three year budget plan
- Carrying out end of year processes for pupils, staff, data and the finance packages
- Taking responsibility for school ordering and invoices.

2. To take a lead role in preparing and compiling evidence for SFVS, Compliance/Inspections etc.

3. Prepare budgets for presentation to the Governing body Finance Committee.

4. Such other duties as the Headteacher/Governing Body may from time to time require.

THIS JOB DESCRIPTION WILL BE REVIEWED ON AN ANNUAL BASIS AND THE DUTIES MAY BE VARIED TO MEET THE CHANGING DEMANDS OF THE SCHOOL.

Signed:…….....Date:……..

Headteacher:……Date:…….