

Job Description and Person Specification

Job details

Job Title: Office Manager

School: John Perry Primary School

Line Manger: School Business Manager

Grade: SO1

Hours: 35 hours per week - term time plus 5 days (8.00am to 4.00pm)

Line Management: 5 staff (Data Officer/Welfare Officer/Receptionist/Finance officer/ Admin Officer)

Job description

Purpose of the post: To lead and co-ordinate all administrative functions in order to assist the smooth running of the school. As part of your duties, you are expected to work in conjunction with the Headteacher/Senior Leadership team and provide a confidential administrative and secretarial service to members of the Senior Leadership Team(SLT) as designated.

Main duties and Responsibilities

Organisation:

- Line management responsibilities for Administrative staff
- Hold regular team meeting with Administrative staff
- Be responsible for planning, organisation and monitoring of administrative services and whole school systems, procedures and policies.
- Be responsible for the induction, appraisal, training and mentoring for administrative staff.

- Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the Child Protection Officer.
- Be responsible for promoting and safeguarding the welfare of children within the school.

Administration

- To support the organisation and effectiveness of governing body meetings & visits including taking minutes at subcommittee meetings if required
- Administration of all new admissions and leavers in the school
- Ensure all new staff, visitors and volunteers provide suitable documentation for suitable checks to be made
- Manage pre-employment packs including DBS documentation check on behalf of the School to ensure safer recruitment.
- Maintain the School's Single Central Record in line with DfES and Ofsted requirements for all stakeholders, including supply teachers, parent volunteers and governors
- Manage the administration system for staff absence ensuring holiday/sickness records are maintained and relevant documentation is received.
- Arrange agency staff cover under the direction of Headteacher or SLT.
- Ensure that system housekeeping is always kept up to date and is accurate
- Use and maintain relevant IT systems (e.g. integres) producing reports and information as required.
- Ensure that the school's administrative procedures are effective and review systems regularly.
- Compose own correspondence on standard issues
- Proofread documents to ensure accuracy.
- Ensure parents are communicated via texting services.
- Lead and manage the communication and transport for class trips.
- Organise school photographs.
- Support the Headteacher in designing and producing the School Prospectus, Parent Handbook and Staff Handbook.
- To support SLT with updating and developing the school website, marketing and promotion initiatives for the school.

- To be responsible for the effective management of school administrative equipment and resources, ensuring that the office stationery is at appropriate stock levels.
- To ensure systems are in place to manage bookings and hospitality as and when required.
- To be responsible for the coordination, accuracy and production of school documents and correspondence to parents, staff, governors and other agencies e.g. bulletins, newsletters, prospectus, letters etc.
- Maintain electronic diaries , making appointments and advising on particular protocols where necessary .
- To oversee and develop effective and efficient manual and computerised filing systems with regard to record retention rules, Data Protection and school policy.

Team Management

- Be flexible and proactive when suggesting changes and actively promote new ways of working across the department becoming an advocate for best practice and on-going professionalism
- To develop and embed appropriate overlap of duties and skills to cover absence and periods of intense workload.
- To be responsible for the day to day operations of the administrative team functions such as post, correspondence and general office duties ensuring that these are carried out in an effective and efficient way.
- To be responsible for overseeing and distributing the day to day workload and duties of the administrative team, identifying priorities and deadlines in line with agreed office procedures.
- To support the administrative team as required and as appropriate, providing cover for work of other members of the team according to workload pressures and/or in their absence
- To be responsible for ensuring the accuracy and attention to detail of information, correspondence and data produced or provided by the administrative team.
- Undertake line management responsibilities including performance management as appropriate for administrative staff reporting to the School Business Manager in line with school policy
- To review and develop administrative team practices in consultation with the School Business Manager, implementing effective and efficient ways to deliver administrative support services.
- To operate and develop the use of computerised systems using standard software applications including Microsoft Word, Excel and Power Point.
- Establish and maintain a professional, enthusiastic and positive attitude and commitment to work with the team.

Finance

- To be responsible for the placement of all orders, including stationary, educational resources etc.
- To be responsible for the banking of all money.
- General administration of school meals recording payments, banking monies, parent arrears and liaising with school kitchen, Pupil Benefits Section (free meals).
- To securely manage additional funds such as trips, book fair fundraising, photographs and other orders.
- Oversee and monitor the School Meals administration including pupil numbers, free school meals authorisation and Parent pay accounts
- Monitor the school milk and fruit scheme and oversee the associated finances and administration

Health & Safety

- Provide administrative support in organising for fire drills.
- Be responsible for implementation of appropriate Health & Safety at Work measures in the office and to comply at all times with the Councils Health & Safety Policy and school specific health and safety procedures as amended or added from time to time.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as directed by the Headteacher and SLT.

General

Requirements:

- Strong commitment to furthering equalities in both service delivery and employment practice.
 - Enhanced DBS Check
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Person Specification

Factor		Essential	Desirable	Evidenced by
Qualifications	1. GCSE or Equivalent in maths and English	✓		Application
	2. NVQ Level 4 in Business or school administration		✓	Application
Experience	3. Previous experience of working in an office or education environment	✓		Application/Interview
	4. Experience of managing Staff	✓		Application/Interview
	5. Experience of liaison with outside agencies		✓	Application/Interview
Knowledge & Understanding	6. Knowledge of school administration	✓		Application/Interview
	7. Full working knowledge of relevant policies/codes of practice/legislation	✓		Application/Interview
	8. Knowledge of Microsoft Office including Word and Excel;	✓		Application/Interview
	9. Database knowledge (eg Integres and Parent pay)	✓		Application/Interview
	10. Knowledge of preparing reports, minutes, general correspondence	✓		Application/Interview
	11. Knowledge of school finance and personnel systems		✓	Application/Interview

	12. Knowledge of the education service			
Skills and Aptitudes	13. Ability to communicate effectively in a verbal and written form to a range of audiences;	✓		Application/Interview
	14. Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents, staff and governors;	✓		Interview
	15. Proven organisational skills with a high level of accuracy;	✓		Application
	16. Ability to manage a variety of competing priorities and meet deadlines;	✓		Application/Interview
	17. Ability to formulate ideas and solutions and present them effectively	✓		Application/Interview
	18. Ability to organise, lead and motivate other staff.	✓		Application/Interview
	19. Work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓		Application/Interview
	20. Website development skills		✓	Application
Personal Qualities	21. Commitment to promote safeguarding and welfare of children within the school	✓		Application/Interview
	22. Wholly supportive of the Vision and Ethos of John Perry Primary School	✓		Application/Interview

	23. Bringing personal interest and enthusiasm to the school.		✓	Application/Interview