

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

## Job details

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Job title: Office Manager

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Directorate: Princess May Primary School

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Reporting to: Business Manager

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Grade: S02

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## Job description

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Purpose of the post:

- To be responsible for office organisation, school administrative systems and school data management. To manage administrative support service.
- To administer and prepare all school accounts and to assist in the preparation of budgets. To provide support to the Business Manager in all financial and HR administrative functions.
- To manage and performance manage office administration staff
- Show creativity in managing and maintaining systems

Main duties and responsibilities:

### School Office Management:

- To support in maintaining the school diary and school calendars.
- Produce standard letters and reports as requested by the Business Manager, Headteacher and SLT.
- Make appointments for the Headteacher, senior teachers and teaching staff as requested.
- To liaise with all staff and ensure the school's newsletter is completed and sent to parents on time and uploaded onto the website every week.
- In conjunction with admissions officer, support the organising and managing the administrative procedures relating to admissions, pupil records, and pupils with SEN (under the direction of the SENCo).
- To ensure that all appropriate records are maintained and necessary returns are completed and submitted by the set deadlines.
- To manage an effective computerised system for record keeping processes (SIMS) and to attend training courses as necessary to keep up to date with the systems
- To be responsible for the SIMS end of year procedures including promotion of records in preparation for the next academic year
- To be responsible for the administration and organisation of school photos to include arranging photographer visits, production of class/sibling lists, collating of all information relating to the family requirements, distributing photos when returned and importing into SIMS pupil records:

- To manage the distribution of school reports and accompanying paperwork to ensure they are distributed in a timely manner and to ensure all pupils reports are ready, copied and collated in time.
- To support the effective implementation of school attendance systems
- Liaise with the school uniform company as required
- To be responsible for the administration of the school's post including sorting and distribution.
- To oversee the maintenance and development of the school's website
- Assist in the promotion of the school through sensitive dealings with children, parents and visitors at all times
- To ensure that all office based staff contribute to professional and welcoming environment

### **Finance:**

- Process orders and receive and distribute supplies.
- Support the Business Manager in the preparation of budgets.
- Assist the Business Manager with the preparation of reports for the Governing Body.
- Deal with financial duties that are commensurate with the grading of this post, e.g. parent pay- school trips, club money collection, staff overtime claims.

### **HR:**

- Manage all HR employee information (for SIMS) and supporting payroll processing and administration
- Be familiar with, and advise on HR related queries
- Manage the school's recruitment campaigns ensuring safer recruitment procedures are adhered to. Introduce and Manage HR legislation changes and new HR practices.
- Manage staff absence, ensuring all return to work meetings are conducted and absences reported for payroll purposes.
- Be responsible for maintaining the school databases and recording systems relating to administration and personnel, ensuring that records are up to date, accurate, secure and they comply with the requirements of the data protection act. This will include the filing and updating manually held systems and the input of data into the computer system.
- Be responsible for the management and maintenance of the school's MIS system including staff records, for attendance and punctuality.
- Manage the weekly collection of staff record books and monitor and record staff attendance.
- Process tasks and CPD correspondence such as booking training. Update staff CPD on SIMS as appropriate.
- Carry out the duties in accordance with the Education Department's equal opportunities policy.

### **Pupil Data and Admissions:**

- Oversee and maintain robust processes and manage a varied workload using a structured, timely and prioritised methodology.
- To become a SIMS administrator / super-user.
- Ensure the school has appropriate systems, processes and controls in place to maintain and manage all aspects of pupil data.
- Load the annual pupil intake into SIMS in addition to administering pupils when they arrive, leave or transfer to the school.
- Maintain the SIMS database of pupil records for attendance and punctuality, liaising with the SLT as appropriate and where necessary.
- Co-ordinate the updating of the SIMS database on an annual and ad hoc basis.
- Manage the annual updating of the SIMS database with the annual timetable and class changes.
- Maintain records of all disciplinary, behavioural and special needs issues relating to individual pupils and updating SIMS where necessary.
- Oversee the administration of admissions for the nursery, including adherence to the school's admission policy, giving information, where possible, to appropriate staff before the children begin school.
- Oversee the administration of admissions for the main school (Reception to year 6), ensuring that in-year admissions are conducted in a timely way to minimise the number of vacant places on the school role.
- Oversee arrangements for prospective parent visits.
- Oversee reception admissions, ensuring admission packs are up to date and available for parents/carers and to support parents in completing forms where necessary.
- Oversee the preparation of information and records forwarding on to appropriate primary/secondary schools as necessary.
- Oversee the maintenance of pupil records.
- Oversee the filling of vacancies as pupils leave the school.

### **Safeguarding:**

- Hold a Designated Safeguarding Lead qualification (training can be provided if necessary).
- In liaison with the Business Manager, to be responsible for ensuring all adults within the school are DBS checked and maintain the School Central Record in line with the Child Protection and safeguarding policy.
- Liaise with the Business Manager to ensure all safeguarding policies, documents and systems are checked and monitored.

### **Administration of Educational Visits (on and off-site):**

- Liaise with SLT and teaching staff to ensure all trips are entered in the school diary and

followed up to ensure SLT are aware of all trips, excursions, events etc.

- Responsible for the arranging transport for trips, e.g. TFL travel tickets and packed lunches etc.
- Ensure adequate first aid arrangements are in place for each trip, bearing in mind the nature and destination of the trip and age of pupils attending
- Liaise with the EVC/Headteacher to ensure all necessary paperwork has been completed for each visit/event and submitted at the appropriate time and has been authorised before the trip or event takes place.

### **Afterschool clubs / extended provision:**

- To ensure that relevant letters/correspondence is distributed so that information exchange is carried out in a timely fashion
- To oversee the collection of all monies for afterschool clubs and follow procedures for booking using ParentPay.
- To inform parents via letter, text, phone call etc. with regard to afterschool club information.
- To oversee and utilize any online booking systems ensuring, where possible, equal access and equity.

### **Strategic and operational management:**

- To be responsible for the overall line management of the Administration staff implementing new procedures, protocols and office systems to meet the changing needs of the school.
- To monitor and maintain registers for staff attendance and to ensure accurate returns are made to the Trust who will ensure that appropriate action is taken under the Code of Practice on Staff Sickness.
- To set objectives and manage performance of administration officer, premises officer.
- To cover duties of other office staff as requested by the Business Manager.

### **Other:**

- Ensure efficient service delivery in the school office for all stakeholders.
- Ensure all who contact the school are given a friendly and helpful service.
- Ensure all materials produced by the school office are to the highest standards possible.
- Deal with front line enquiries from staff, students, parents and other agencies.
- Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.
- Self review and critique all systems and processes associated with the role and improve and develop systems and processes where appropriate.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the school's safeguarding policy.

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 may be necessary from time to time.

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General requirements:

- Take part in the school's performance management system.
  - Attend governing body meetings on a regular basis.
  - Enhanced CRB Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - 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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Job title:	Office Manager
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. Educated to NVQ4 or degree level	✓	
<b>Experience</b>		
2. Some experience of budget monitoring and account reconciliation.		✓
3. Experience of providing high-level administrative support including experience of managing staff	✓	
4. HR Administrator/Assistant experience		✓
5. Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.	✓	
<b>Knowledge</b>		
6. A basic knowledge of the financial workings of a school.	✓	
7. Some knowledge of budget management and accounting techniques.	✓	
8. Knowledge of, or willingness to learn, a range of computer applications including financial management systems.	✓	
9. To have an understanding and commitment of the school's vision and policies.	✓	
10. HR Administrator/Assistant experience		✓
<b>Skills</b>		
11. Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.	✓	
12. Ability to maintain efficient record keeping systems.	✓	
13. Ability to assist with the production of accurate records and reports as required.	✓	
14. Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents.	✓	
15. Ability to identify work priorities and manage own workload and workload of office staff to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
16. Ability to show sensitivity and objectivity in dealing with confidential issues.	✓	
17. Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web based information.	✓	