

Office Manager

Job Description

Grade: GR3

1. Job Purpose

- 1.1 This postholder will provide clerical, financial and administrative support to the Headteacher and school to enable the delivery of a professional and efficient and administrative service

2. Key Responsibilities

- 2.1 To be responsible for the efficient and effective running of the school office
- 2.2 Administration of Staff Payroll.
- 2.3 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing
- 2.4 Responsibility for collecting and reconciling school monies and providing statistical information as required.
- 2.5 Managing the petty cash account
- 2.6 Responsibility for the management of the School Fund account and School Purchase card reconciliation
- 2.7 Responsibility for administering school's admissions procedures and accurately maintaining the pupil related information systems.
- 2.8 Responsibility for completing staff returns, and reconciling queries
- 2.9 Ensuring the provision of clerical support including typing/word processing, reprographics and filing
- ~~2.10 Liaising with the School Health Service in relation to pupil welfare~~
- 2.11 Responsibility for ensuring that an effective reception and switchboard service is provided
- ~~2.12 Supporting Governing Body Committees, including typing and distribution of minutes etc.~~
- 2.13 Liaising with staff for organising school visits and extra-curricular activities

- 2.14 Administration of employment contracts
- 2.15 Responsibility for maintenance of staff absence, arranging supply cover and insurance schemes
- 2.16 Supporting recruitment, maintain SCR and arranging supply cover for absent staff
- 2.17 Responsibility for compiling and returning statistical information as required for City Council, Dfe, etc. including Census returns.
- 2.18 Accurate recording data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met
- 2.19 Input/output of data and production of associated reports
- 2.20 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.21 To ensure all tasks are carried out with due regard to Health and Safety
- 2.22 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.23 To adhere to the ethos of the school
 - 2.23.1 To promote the agreed vision and aims of the school
 - 2.23.2 To set an example of personal integrity and professionalism
 - 2.23.3 Attendance at appropriate staff meetings
- 2.24 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title: Headteacher / Deputy Headteacher
- 3.2 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~
 - ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~
 - 3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
N/A			

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	High Standards of English and Mathematics	AF/C
	GCSE's in English and Mathematics at grade A*-C or equivalent would be expected	AF/C
Experience Relevant work and other experience	Experience of working in an office environment	AF/I
	Experience of working in a school office would be desirable	AF/I
	Experience of a wide range of administrative functions	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Good working knowledge of Microsoft office (Word and Excel),	AF/I
	Knowledge SIMS and FMS is essential (windows based systems)	AF/I
	Excellent interpersonal skills	AF/I
	Excellent organisational skills	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis.	AF/I
	Ability to work with autonomy within set boundaries	AF/I
	Ability to cope with conflicting demands, deadlines and interruptions	AF/I
Ability to meet the physical demands of the post		
Training	Interest in own personal development and willingness to undertake further training	AF/I
Safeguarding	Adhere to the School's Safeguarding and Child Protection Policy	I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
