



## OFFICE MANAGER JOB DESCRIPTION

**This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment**

|                        |                                                                                                                           |
|------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Post Title:</b>     | Office Manager                                                                                                            |
| <b>Grade:</b>          | level 3 grade 5 point 12-17 £28,598-£31,022 FTE                                                                           |
| <b>Hours:</b>          | <b>26.5 Monday-Wednesday 8.00am-4.00pm (with a half hour lunch break) and Thursday 8.00am-12.00noon (Term time only).</b> |
| <b>Responsible to:</b> | Headteacher                                                                                                               |

### **Key Duties and Responsibilities**

#### **Leadership**

- To support the clerical assistant and caretaker with premises and health and safety-related administrative tasks (HH)
- To support, work with and delegate duties to the Office Clerical Assistants as appropriate.

#### **Personnel Management:**

- Work collaboratively with Head in order to inform reports and proposals to the governors as required to secure the effective operation of the staffing structure for the school.
- Ensure accurate and up-to-date personnel records are maintained, including current and revised contracts as appropriate.
- Work with office team to maintain record of sickness and absence for all staff and input information on the EPM personnel portal, SIMS (School Information Management System).
- Input monthly overtime on EPM portal, check payroll reports and once correct, pass on to Head for approval.
- Process and submit the Workforce census.

#### **Recruitment:**

- Work collaboratively with the Head in order to ensure the necessary safer

recruitment practices are followed and the accompanying administrative roles in order to satisfy this process, e.g. advertising on EPM, collating applications for Head/Recruitment Team, invitations to interview, ensuring safer recruitment checklists are in place, for example.

- Complete DBS checks for any new staff and regular volunteers

### **Local Authority Funding**

Process Local Authority funding claims for children who attend the nursery (Early Years Funding Portal, SENIF and DAF requests).

### **Organisational Improvement/Change Management:**

Undertake the viability, planning and implementation of any change management projects under the guidance and direction of the Head Teacher including:

- Supervise compiling continuous professional development records for staff and recording which courses they attend through the year (HO)

### **Administrative and Office Management:**

- Work with office team to maintain schools' data system (SIMS) for both pupils (HH), and staff, producing reports as and when required.
- Under the guidance of the Head Teacher, design, maintain and review administrative systems to deliver the school's outcomes and goals.
- Ensure that the school systems and staff knowledge and practices are compliant with the requirements of the General Data Protection Regulations.
- Develop processes and systems that are best value for public finance.
- Oversee preparation & production of school census with (B D-L).
- Understand and comply with GDPR data protection requirements and guidelines on confidentiality, child protection, health and safety and security.
- Has lead role as GDPR data protection administrator for the Centre ensuring all records are up to date and compliant.

### **General Management:**

- Working with office team liaise with parents and visitors to school, handling queries and complaints as appropriate (email, telephone and in person).
- Develop and refine systems that enable proficient communication with parents –.
- Support whole school activities, processes and communications.
- Support leadership colleagues with organization for pupil activities as required, e.g. booking school trips, arranging transportation, specific resources.

### **Premises & Health and Safety Management:**

- To support the Head Teacher (Health and Safety Officer) and to carry out all associated duties.
- Ensure availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance, working in conjunction with Caretaker and Head.

### **Safeguarding & Attendance:**

- Maintain Single Central Record.
- Oversee attendance and registers for breakfast, lunch and owlets
- Management of school reception area – security of visitors and contractors for example.
- Oversee secure transfer of school records (SEND, safeguarding, pupil folders) to

Reception classes via SIMS (HH)

- To be committed to the safeguarding of children and to communicate any child concerns to Designated Person for Child Protection, including completing written log if required.

**Other**

- To be a role model of professional school business management, to promote teamwork and to motivate staff to ensure effective working relations.
- To establish common standards of practice within the teams managed and to provide professional leadership of all business and administration functions.
- Work with Head to co-ordinate teacher/teaching assistant/lunch supervisor supply cover.
- Update and routinely audit school website to ensure it meets requirements.
- Policy review and maintaining up to date list of policies on the website.
- Oversee maintenance of Centre Inventory of Non consumable stock levels ie Stationary etc (currently done by HO).
- Any other reasonable duties which the Head of the Centre may require.