# Forest Bridge School – Office Manager

**Job Title:** Office Manager

**Salary: SCP 18-21**

**Line Management: No line management responsibilities. Support new staff in induction.**

**Responsible to: PA to the Headteacher; Executive Team**

**Hours of work: Term Time Only** 8.00 to 4pm with 30-minute lunch break (some flexibility expected depending on critical school need)

This job description does not define in detail all duties/responsibilities of the post. It will be reviewed and may be subject to modification or amendment to reflect the needs and demands of the post.

The purpose of the post is to provide effective Office Management of the school office, and to be responsible for all aspects of school administration relating to the pupils, staff and data management. To provide secretarial and administrative support and financial/HR assistance for the Admin and Leadership teams as detailed below; and to help develop and manage systems that will enable the school to improve the functionality of the Administration Team.

**Responsibilities:**

* Act as the first point of contact for Forest Bridge School, provide quality reception service for all visitors to the school, ensuring security processes are in place and followed and providing hospitality as appropriate.
* To support the other members of the reception/administration team.
* Assist all members of staff with their enquiries.
* Managing meeting calendars
* Organise and maintain the school office and the necessary administrative system, communication and record keeping
* The collation and production of attendance data for analysis
* To be responsible for the use of, updating and management of the school’s information management systems, i.e. Sims and Parent Mail
* Be able to use a wide range of databases and software packages or be prepared to undergo training
* To provide the preparation and production of all school records and publications
* To assist the line manager to maintain office efficiency by planning and implementing office systems, standards, processes and procedures.
* To adhere to retention guidelines ensuring that retention, protection, retrieval, transfer and disposal of records is accurate.
* To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc. in administering prescribed medicines when appropriate
* To open, sort and distribute post and emails promptly
* To tactfully deal with sometimes difficult and contentious situations in a polite and diplomatic manner
* To maintain stocks of stationery, first aid and office supplies obtain quotes and place orders when required in line with the school’s procedures.
* Manage all aspects of administration relating to free-school meals and liaise with the catering supervisor, LA and parents as necessary
* To provide the administrative support for the organisation of school trips and events, using parent mail.
* Ensure that the office maintains GDPR compliance
* Completion of statutory returns including, for example, forms for the DfE, Census and Local Authority, for approval and sign off by the head Teacher
* Oversea and support in the administration of parent tours
* To collate and run financial reports, for school trips and other items that have been paid for via parent mail
* Obtaining quotes for stationery and office purchases in accordance with the school’s procedures.
* To process all orders and invoices ensuring that the school complies with the authorisation levels as prescribed with the school’s internal financial procedures.
* To deal with queries relating to payments and deliveries.
* Checking invoices and expenditure items for accuracy to safeguard against errors.
* To raise BACS transfers for approved payments to suppliers, ensuring that all payments are properly authorised and approved.
* To undertake relevant training in order to process transactions using the finance and admin systems software.
* Scan and/ or file invoices, sales remittance advices and supplier statements.
* Using the school’s management software, to accurately account for the banking of all income, including lunch and trip money and all monies raised from charity events
* Ensuring orders are received and distributed correctly, dealing with all queries relating to orders
* Provide HR administration assistance as directed, always ensuring HR files comply with safer recruitment.
* To be conversant with the DfE guidelines on Safeguarding Children and Safer Recruitment in Education, ensuring compliance.
* Attend training as required, to maintain professional and technical knowledge.
* To undertake any other duties as directed by the line manager or head teacher in line with the role.