

**JOB DESCRIPTION**

**JOB TITLE: Office Manager**

**CONTRACT: 52 weeks, 36 hours per week**

**GRADE: SO2 - PO2**

**REPORTING TO: School Business Director**

**PURPOSE:**

**Office Manager:** To be responsible for the provision of a comprehensive administrative support service, the operational systems and management of office staff.

**Human Resources (HR)**: To be responsible for the day to day provision of a specialist Human Resources service, which includes the processing of all HR procedures, HR records and data management. In conjunction with the School Business Manager to be responsible for the periodic review of all relevant school policies to ensure compliance with employment law and good practice.

**MAIN DUTIES**

**Office Management**

1. To supervise the day-to-day work of the administrative function of the school office.
2. To contribute towards the planning, development and organisation of the support service systems, procedures and policies.
3. To supervise, train and develop administrative staff as appropriate.
4. To organise school events, school photographer etc.
5. To ensure all visitors receive a warm and professional welcome and in accordance with safeguarding procedures. To provide hospitality as required.
6. To operate relevant equipment, IT packages, organisation wide systems (e.g. SIMS, BlueSky, Room Booking System.)
7. To provide advice and guidance to staff on administrative issues.
8. To assist with marketing and promotion of the school as and when required.
9. To prepare communications to parents (including letters, newsletters etc).
10. To provide administrative support to the Senior Leadership Team.
11. To work with the Headteacher PA to prepare the School Workforce Census and resolve any arising issues/queries.

**Human Resources**

1. To be responsible for the maintenance of confidential HR records on the MIS (SIMS) and hard copy files, ensuring they are kept up to date, accurate and that the all legal requirements are met.
2. To ensure that contracts of employment, contract amendment letters and other HR documentation are issued and processed in a timely and appropriate manner.
3. To manage staff absence and occupational health referrals, liaising with the Executive Head Teacher, School Business Director and the school’s HR advisors on the management of occupational health issues and organising relevant correspondence and meetings.
4. Where appropriate, to organise disciplinary and grievance interviews.
5. To provide effective, timely and reliable advice and support to staff in dealing with general HR issues including those relating to induction, probation, absence and other general enquiries.
6. To liaise with our third-party HR advisors in relation to specific complex issues under the direction of the Executive Head Teacher.
7. Review all relevant HR policies regularly to ensure they comply with legal and Local Authority/Trust guidelines and advise the School Business Director as necessary.
8. To effectively support the management of pension schemes and associated services.
9. Record all staff absences and report regularly to the School Business Manager. Make sure self-certificates are completed and Medical Certificates are produced where necessary. Complete monthly sickness absence returns.
10. To liaise with the Executive Headteacher in respect of leave of absence requests, staff absences and queries.
11. To work with the cover manager and Executive Headteacher to ensure all staff absence records are up-to-date and recorded accurately.

 **Payroll**

1. To submit relevant information to the monthly payroll to ensure that new employees, variations to existing contracts and pay are accurate and all variances are accounted for.
2. Ensure that all starter and leaver payroll information is communicated efficiently and within the relevant timeframes.
3. To manage the responsibilities and effective communication in relation to the adjustments to TLR, position grading and contract variations.
4. Assist with for the smooth implementation of the annual Pay Award, ensuring the timely collation of accurate data and preparation of all associated paperwork.
5. Inform payroll of maternity/paternity/adoption leave.

**Other Duties**

1. At all times to work to raise the public image of the school and provide a welcoming, courteous reception to all school visitors.
2. To draft letters, arrange meetings and take minutes as required.
3. To have a high standard of ICT skills in order to undertake typing tasks, including letters, minutes, reports and spreadsheets and to undertake confidential reprographic duties as required.
4. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, behaviour for learning, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate senior leader.
5. Contribute to the overall ethos/work/aims of the school.
6. To attend all the relevant CPD/out of hours twilight Inset sessions.
7. To be flexible and work according to needs which may involve assisting other areas which are commensurate with the grading of the post.
8. To provide any other general administrative services needed by the Executive Headteacher and School Business Director, as requested.
9. To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
10. The post holder may, occasionally be required to carry out other duties provided that they are within the general level of responsibility of the post and within the abilities of the post holder.
11. Address all other queries and update records such as Pensions, holiday entitlement, first aid etc

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

June 2019