



Job Description

Post Title:	Office Manager	Post No:	JD49
Department:	Education	Grade:	BEX09 £23,774 - £26,179 pro rata per annum
Responsible to:	Business Manager		
Responsible for:	School Office Staff		
Job hours:	35 hours per week, 41 weeks per year 8.45 am – 4.45 pm per day This will include working in the summer holidays to ensure SIMS records are up-to-date and ready for the new academic year and personnel records including annual starters and leavers are updated ready for September.		
Functional links with:	Parents, Governors, school staff, pupils, outside agencies		

Main purpose of the job:

- Under the direction of the School Business Manager the post holder manages the workload of the office and administrative staff
- The post holder has specific responsibility for:
 - Attendance liaising with EWO, Headteacher and SLT
 - Recruitment admin including DBS process and SCR
 - Maintenance of staff personnel files
 - Data integrity specifically the SIMS database for staff and students
 - Website accuracy and administration
 - Lettings administration and liaison with clubs
 - Main point of contact for catering company
 - Oversee all office functions to ensure that the office runs smoothly and deadlines are met
- Exercises judgements to ensure that SLT are well supported in their roles and the Headteacher is always fully briefed
- Operates office and IT equipment, systems and programmes including Microsoft Office, SIMS, production of policy documents etc.
- Positively represents the school management by telephone and through personal contact with pupils, parents, Governors, public, suppliers & contractors and other professionals etc.
- Exercises frequent judgements about the day to day running of the school office in order to provide the smooth running of all the administrative functions, within expressed or understood parameters expected by the Headteacher
- Supervises administrative support staff, ensuring professional and positive high standards, assessing training needs and team briefings

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Major Duties and Responsibilities:

1. Maintain confidential staffing records including absence management and recruitment processes.
2. Ensure the DBS checks for the school are carried out in line with current safeguarding procedures and that the single central register is maintained and up-to-date at all times. Ensure legal requirements re staff safeguarding documents (Keeping Children Safe in Education) are met and an up to date register is maintained at all times, including staff that join mid-year. Ensure up to date register is kept re SLT safeguarding training, staff first aid certificates (including Office, TAs and MDMS) certificates are in date and training booked before they expire – diary.
3. Maintain pupil records and operate procedures dealing with admissions, withdrawals, transfers, health issues etc. including casual and in-year admissions and withdrawals.
4. Organise the day to day workload of the administrative staff within the school office with responsibility for correspondence, telephone calls, visitors and enquiries and ensure the proper staffing of the reception desk.
5. Manage administrative procedures including timely submission of census and other statutory returns
6. Be responsible for the annual admissions procedure, including all necessary communications with parents, arranging parental interviews and appeals with the Headteacher.
7. Load the annual pupil intake into SIMS in addition to administering pupils when they arrive, leave or transfer to the school. Keep an up to date log of data re leavers and starters for safeguarding purposes.
8. Maintain individual pupil records in accordance with census requirements. Produce census returns and ad-hoc reports when necessary.
9. Maintain the SIMS database of pupil records for attendance and punctuality. Oversee Admin Officer to ensure correct use of attendance codes. Liaise with SLT and EWO. Prepare paperwork for EWO meeting and surgery. Work with the EWO on attendance matters – sending letters to parents, replying to holiday/absence requests from parents. Analysis of attendance data and creation of regular reports for SLT and governors within the required timeframe.
10. Maintain SIMS database of staff records to ensure accurate information is presented in staff workforce returns.
11. Admin of school lettings including termly school clubs schedule – liaising with clubs, and checking DBS etc. Inform the Finance Officer of termly dates in advance, in order to invoice companies for usage in a timely manner.
12. Liaise with Admin Assistant 2 to ensure that on a daily basis registers are completed on time, parents of absent children are phoned before midday and no dinner money is outstanding (and never exceeds parents owing the school more than £10).
13. Liaise with SBM and Deputy Head to maintain and update school website. Regularly update to ensure information is current and adheres to Government legislation.
14. Point of contact for issues with school meal provider and parents e.g. food allergies - resolve all matters that arise promptly e.g. dietary cards organised. Organise special events, e.g. Christmas meal.
15. Liaise with LA regarding FSM eligibility and the students to ensure information on school system is correct. Ensure eligible students receive FSM. Promptly cascade relevant information is cascaded to appropriate staff (e.g. SLT, class teacher) to ensure pupil premium support is organised for eligible children.
16. Line manage admin staff including return to work interviews, annual PFM review and target setting as appropriate

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17. Responsible for ensuring Target Tracker is up to date and extracting reports and data as required (assessment)
18. Responsible for whole school ICT including liaising with ICT provider, development of ICT infrastructure and strategic consideration of school requirements.
19. Liaise with Deputy Head to produce ICT long term plan and reports for governors on ICT developments.
20. Responsible for admin support for recruitment including job advert, job descriptions, applications and references. Completion of new starter pack, emergency contact details record, safeguarding documents signed, inventory badges, info on website etc.
21. Provide admin support to Headteacher and SLT. Typing and replying to correspondence, setting up and sending information to parents via Parentmail, analysing data, phone calls, greeting visitors, booking events e.g. Xmas play, school photographs etc. Hospitality to visitors (SPA, Governors, parents, Ofsted, consultants etc.) ordering and organising lunches, tea, coffee etc. Finding cover when MDMS are off sick/absent.
22. Main point of contact for Governors and associated admin – documents uploaded, packs distributed, minutes of meetings filed for Headteacher, badges etc.
23. Responsible for the main school diary and ensuring that all annual events are booked in time and actions required are fulfilled by the deadlines e.g. end of year reports, ticket allocation to parents for school plays, organisation of staff to provide tea/coffee at parent assemblies, annual sight tests and height and weight of children etc.
24. Liaise with Headteacher and Days Lane Home School Association to organise events that fit in with the school diary. Act as the main point of contact for events.
25. Be responsible for overseeing all first aid matters delegated to Admin Assistant 2 – ensure that the Medical Handbook is up to date, risk assessments of children with medical needs, first aid equipment is stocked etc. Care for children who are unwell, help deal with their personal cleanliness, act as a qualified First Aider, liaise with parents, teachers, EWOs Health Services staff, etc. regarding pupil care.
26. Responsible for the school website, ensuring that all information is up to date and accurate at all times, including updating of school policies ensuring the most recent is available on the school website, staff photos, school prospectus, school handbook, statutory documents etc.
27. Be responsible for all school trips administration and updating risk assessments on Evolve system in conjunction with the SLT responsible for trip risk assessments.
28. Support the Business Manager in tasks as directed to ensure the smooth and efficient running of the school.
29. Any other duties as can reasonably requested by the Headteacher.

Resources:

- General Office equipment

Signed by:	Post holder:	Date:
	Line Manager:	
	Job Assessor: <i>(if required)</i>	