



Office Manager

MAIN RESPONSIBILITIES

Administrative and Secretarial:

1. Set up and maintain efficient office systems within the school's admin office, including manual and computerized information retrieval systems.
2. Draft and type correspondence, reports and other documents for the Head teacher.
3. Deal diplomatically with telephone enquiries and visitors to the school and/or for the Head teacher.
4. Effective management and co-ordination of the School and the Head teacher's diaries.
5. Photocopy, distribute and filing of documents as appropriate.
6. Take notes of meetings in staff meetings and when Head teacher meets parents, type up notes and distribute to relevant people.
7. Identify information in school prospectus that is out of date, get approval from Head teacher for proposed changes and get changes printed.
8. Order stationery supplies for school by completing order forms and send to supplier, receive stationery and distribute.
9. Administer work experience by ensuring forms are completed for work experience, write to work experience person and meet and greet work experience person on their first day.
10. Administer examinations by ensuring right number of exam papers are available and prepare a list of pupils taking each exam.
11. Compile staff attendance on daily basis using school's MIS system staff/visitors sign in system.
12. Administer teacher cover by checking teacher absences on each school day and organise supply cover as appropriate and keep records of supply and cost.
13. Administer school's admissions procedures for the nursery/school, by giving advice to parents and members of the public on admission criteria, collate applications for admission and monitor criteria being applied consistently. Also communicate with parents regarding the decision of the Head teacher.
14. Administer procedures relating to pupils transferring or leaving the school.

Pupil Data:

1. Keep record of pupil absences, write to parents of the pupils about the absences and complete pupil absence forms for DFE.
2. Keep record of pupil exclusions and reasons and provide information to the relevant department to the local authority(Lambeth)
3. Liaise with parents about return of pupils from exclusion.
4. Assist the School Business manager in preparation of all statutory data returns such as Census, roll figures, absence returns and ensure statutory forms completed and returned by deadline.
5. Enter pupil data on joiners and leavers on system.
6. Manage pupil data by ensuring that all required pupil data is up to date and accurate i.e. FSM figures, ethnicity codes, SEN status, pupil results and issue UPNs.

Finance and Procurement:

1. To manage the compilation and maintenance of the school equipment inventory.
2. To prepare financial data, statistics and income for banking, including School Fund, charity collections, and petty cash and Parent Pay as requested by the School Business Manager
3. Ensure all invoices and delivery notes are matched and processed accurately for payment
4. Raise invoices to other schools/companies as of when required
5. Process all invoices received on school's financial system(FMS)
6. Upload all invoices processed to the school's Bankline payment system for BACs payment

Personnel:

1. In conjunction with the School Business Manager, to manage advertising of vacancies and be responsible for the recruitment process and ensure all associated administration is carried out.
2. Participate on interview panels and to coordinate induction for new staff, as required.
3. Manage, set objectives and carry out appraisals for administrative assistant and other relevant support staff.
4. Check payroll reports and ensuring all pay costs are appropriate and budget areas are correctly charged.
5. Liaise with relevant agencies/bodies such as payroll on pay and other pay related matters.
6. Instigate sickness management, by monitoring sick leave, identify sick management issues and raise with the office manager.
7. Maintain computerised personnel records, ensuring accurate records of staff details, including type of contract, pay etc, and recording ethnic monitoring information.

HEALTH AND SAFETY RESPONSIBILITIES:

1. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
2. To promote the safeguarding of children.
3. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
4. To undertake training and professional development as appropriate.
5. To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS:

To ensure that the school's customer care standards are met and adhered to.

At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.