

Job Description Office Manager

Contract: Fixed term

Responsible to: Head of School

Responsible for: Administrative team

Term: 42 weeks (Term time plus 4 weeks)

Hours: 36 hours a week

Salary: Range 4, points 7 - 11 (full time salary £29412 -£31242) Actual starting salary pro-rated and point dependent on experience. (Actual range £26,831.41- £28,500.84)

Pimlico Primary is known and respected for its calm and efficient school operations. Future Academies schools ensure the highest standards and expectations of calm and orderly behaviour around the school, and the efficiency of its administrative operations across the whole school. The Office Manager is an essential and important role, and will serve the pupils and parents, staff and visitors to the school.

Job Purpose:

The primary purpose of the job is to deliver an efficient administrative service to the School. The successful candidate will enjoy a systematic approach to a varied administrative task load and will recognise the need for confidentiality.

Responsible to: Head of School of Pimlico Primary

Administrative duties

- Responsible for the upkeep of the school
- Processing of orders as instructed by authorised managers within school
- Responsible for the school's main email account, in collaboration with the Office Administrator
- Sort and distribute school emails and letters promptly
- To provide administrative support for the organisation of school trips and events, to include, for example, the collection of contributions and coach bookings
- Co-ordinating the content for school publications, including: newsletters, reports and questionnaires
- Maintain the Register for annual license reviews and ensure renewal and renegotiation where appropriate
- Preparation of documents for Governor's meetings
- To act as a point of contact for Pimlico Primary: greeting visitors, ensuring that securing processes are in place and followed and providing hospitality as needed

Supervision

- To line manage and be responsible for the effective management and deployment of

the Office Administrator.

- To oversee all administrative tasks relating to the admission process and on-going recording of student details, ensuring they are regularly updated on BromCom.

Financial Duties

- To work with the Head of School to ensure that financial administration is carried out efficiently
- Preparations of orders
- Liaison with the Finance Office at Future Academies as necessary

Personnel Duties

- To support with the induction process for volunteers, contracted/temporary staff and support staff
- Maintain and follow up the school's list of pupil absences
- Responsible for ascertaining ad hoc cover requirements in school and arranging that cover, in conjunction with the Head of School
- Liaise with the Head of School re the School diary and ascertain any ad hoc cover requirements supply and peripatetic staff

Data Management

- Responsible for the use and updating of the school's information management systems
- Supporting the Head of School and Trust Data Lead in the collation and production of assessment data for analysis
- Support the Head of School in producing and reporting statistical information as required.

Building Duties

- Liaison with Premises team regarding use and maintenance of the school site
- Liaise with the Premises team to ensure that correct procedures are followed when work is undertaken on the premises
- Fire marshal for the Primary Site

Support for the School

- To support Pimlico Primary's commitment to safeguarding children and promoting their welfare at a level appropriate to this role,
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Liaise with the Head of School and Deputy Head of School and communicate with external agencies such as Westminster Children's Services
- Contribute to the overall ethos and aims of the school
- Attend and participate in meetings as required

- Participate in training, other learning activities and performance development as required
- Any other duties commensurate with the duties and responsibilities of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including playground and lunchtime supervision.

Pimlico Primary is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.

Person Specification

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience in working in an office environment • Experience of working within a team • Excellent communication skills, both verbal and written • Experience in invoicing and purchasing • Experience of working with children and families 	<ul style="list-style-type: none"> • Worked in a school office environment • Experience of school administration systems; • Experience of managing a team • Ability to analyse and evaluate data
Qualifications and training	<ul style="list-style-type: none"> • Educated to GCSE or equivalent including Maths and English (grade A-C) 	<ul style="list-style-type: none"> • First aid training and/or be willing to undertake it • NVQ in business administration and/or finance qualifications
Knowledge and understanding	<ul style="list-style-type: none"> • Be confident in the use of Excel, Word, email and database programs • Experience in the use of SIMs • Understand GDPR legislation • Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion 	<ul style="list-style-type: none"> • Knowledge of CTF and School Census transfers
Skills	<ul style="list-style-type: none"> • Ability to communicate with a wide range of people which include pupils, staff, parents, visitors 	<ul style="list-style-type: none"> • Strong numeracy skills

	<ul style="list-style-type: none"> • Promote a positive working environment • Be able to prioritise workloads; have excellent time management and organisational skills • Accurate and efficient record keeping and filing • Be able to work under pressure and meet deadlines • Produce accurate work • Understand the need for confidentiality • Be able to use own initiative and also work well as part of a team 	
<p>Personal characteristics</p>	<ul style="list-style-type: none"> • Warm approachable manner • Excellent time keeper • Professional, discreet and tactful • Patient and courteous • Organised and resourceful • Committed • Positive • Self-motivated • Willingness to learn • Smart professional appearance 	
<p>Special requirements</p>	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children. • Have or be willing to undergo an Disclosure and Barring Service (DBS) check 	