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| **Job Title:** | **Office Manager** |
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| **Salary:** | Band 4 (actual salary £17,889 pro rata) |
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| **Hours of Work:** | 37 Hours per week, Monday – Thursday 8.30am – 4:30pm & Friday 8.30am- 4.00pm, term time only. (There may be a requirement to work occasionally in the school holidays) |
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| **Post Objective:** | To provide clerical, secretarial and administrative support to the Head Teacher and the school. |
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| **Accountable to:** | Head Teacher |
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| **Duties, Responsibilities and Key Tasks:** | * To be responsible for the schools reception service, answering enquiries and taking messages from parents / carers, external organisations and the general public. Welcoming visitors’ to the school in a professional manner and maintaining the visitor book.
* To line manage the admin staff within the school office.
* Dealing with challenging callers and visitors’ to the school and the handling of external complaints.
* Check registers for absentees and make first day response calls, ensuring records of all telephone calls made to parents/carers are kept.
* Record and maintain details of all absence requests, ensure forms completed correctly. Liaise with the Education Welfare Officer
* Record pupils who are late arriving for School.
* Administer the admissions process for internal and external pupils wishing to join Nursery or Main School. Collate admissions forms and all other information and produce paper and electronic files of application forms, Baptismal Certificates and all other relevant information.
* Administer all admissions and leavers processes ensuring all appropriate parties and informed and data recorded. Admit students, request student records from previous schools, take students off role.
* To be responsible for completing data returns for the DfE, LA and school staff and reconciling queries.
* Manage and maintain the pupil management information system and student files.
* Manage the daily meals process, working with the catering team to ensure all pupils receive the appropriate allocated meal and monies are received and recorded correctly.
* Manage and maintain student behavioural data.
* Maintain and control the Single Central Record.
* Arrange and report on Safeguarding training.
* To be responsible for the collection and reconciliation of school monies and providing information as required
* To be responsible for maintaining adequate stock levels of staff and pupil resources (ie paper/pens/exercise books etc)
* To be responsible for the ordering and receipting of goods via the finance system.
* To be responsible for the collation of return to work documentation.
* To be responsible for the production of local staffing returns and updating of staff absence on the Management Information software.
* Provide clerical support, receiving, distributing and sending email, typing, photocopying and assembling documents, filing, opening the post, minutes of meetings.
* Provide support to the Head Teacher.
* Arrange diary/ diaries /book and arrange meetings, training, supply teachers and transport.
* Maintain confidentiality concerning the student and/or family with all persons other than authorised persons or agencies.
* Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
* Perform any task or duty under the reasonable direction of the Head Teacher.
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| The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder. |