

IQRA VA PRIMARY SCHOOL

JOB DESCRIPTION

Designation:	Office Manager
Grade:	S01 (Spine point 29-31)
Responsible to:	Headteacher Federation Schools Business Manager
Responsible for:	2 x Administrative Assistant 1 x Premises Officer

Context and key purpose of job

1. To be responsible for the:
 - Development, operation and management of all administrative systems and procedures.
 - The administration and management of the Headteacher's appointments and all confidential material relating to the management of personnel.
 - To develop and maintain office and administrative procedures that facilitates the day to day smooth running of the school, including line management of other office and premises staff.

Main purpose of job

2. To work directly to Headteacher providing a wide range of personal and administrative support.
3. To provide a confidential secretarial service to the Headteacher including the typing and word processing of correspondence, reports, arrangements of meetings and organisation of the Schools diary.
4. To promote the schools admissions criteria, with the Finance & Business Manager. Maintaining waiting lists and dealing with new intake for all classes using the Local Authorities SAM program.
5. To acknowledge and distribute mail and monitoring and chasing replies on behalf of the Headteacher.
6. To undertake a professional word processing service in the preparation of complex letters, reports etc., using the appropriate ICT systems.

7. To be responsible for producing and distributing agreed policies.
8. To be responsible for the organisation of the reception of visitors and for the handling of telephone enquiries, dealing with queries as far as possible and referring them to other staff as necessary.
9. For staff directly supervised to support and undertake all aspects of staff management including training and development, absence reporting, disciplinary, grievances, capability, change management etc.
10. To develop and maintain good working relationships with the community, LA, and external agencies, dealing sensitively with members of the community.
11. To record parental and other complaints and ensure that they are dealt with swiftly and in line with school and LA policy.
12. To make full and appropriate use of available ICT systems at the school and develop computer-aided administration, which supports the work of the school.
13. To support the Headteacher in the administrative arrangements for the recruitment and selection of staff.
14. To be responsible for the preparation and production of statistics, Equal Opportunity monitoring and analysis.
15. To make arrangements for the ordering of administrative supplies and equipment. Ensure that invoices are monitored and correctly processed and paid.
16. To be responsible for pacing, processing of orders and other expenditure items in accordance with relevant financial regulations and procedures to ensure that the schools budget is properly managed.
17. To monitor orders placed, and to produce and deliver all records to the Central Office Team for input into the FMS6 system.
18. To be responsible for the banking of monies, chasing monies owed to the school.
19. Support the F&BM in preparing statutory returns from DfES – termly absence returns, Census, SWC etc.
20. To administer and process the school's insurance schemes and claims.
21. Comply with the school's equal opportunity policy and assist its development within their work.
22. To carry out any other related administrative and financial duties to meet the needs of the service.

PERSON SPECIFICATION

A. Experience

1. Experience of using a computerised attendance monitoring system or similar database.
2. Experience of using management systems including computerised systems – SAM/SIMS in particular.
3. Experience of providing administrative and secretarial support.
4. Proven commitment to equal opportunities policies.

B. Skills, Knowledge and Ability.

1. An understanding of the functions and duties of a locally managed school in the context of a local education authority.
2. Ability to undertake administrative, secretarial and clerical tasks and operate office procedures effectively and accurately.
3. Ability to use information technology for attendance monitoring, accounting, word processing, spreadsheets and databases (Microsoft Office) and excellent typing skills.
4. Ability to work successfully as a team member establishing effective working relationships and flexible working practices.
5. Ability to work under pressure in a constantly changing and demanding environment.
6. Proven good skill levels in literacy, numeracy, communication and time management. This will include the ability to communicate effectively with a wide variety of people, in writing and over the telephone.
7. A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner city deprivation and the ability to develop appropriate responses to the needs arising.
8. Physical ability to perform the duties of the post with the support of aids or adaptations as required.

C. Qualifications.

1. Experience of working in a mainstream Local Authority School Office, essential.
2. Certificate/Studying for School Business Manager qualification from the National College for School Leadership (NCSL) or equivalent qualification.