OFFICE MANAGER – JOB DESCRIPTION

**Line manager:** Headteacher

Main purposes of the job

* To provide effective and efficient management of the school office.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

### Organisation

* In the absence of the receptionist, oversee reception duties, answering routine telephone, face-to-face enquiries, signing in visitors and managing pupils’ registration and attendance
* To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc.

### Administration

* Oversee and manage school administrative systems so that they support the school’s aims.
* Undertake administrative support for Headteacher, School Finance Officer and SENDCo.
* Maintain and collate pupil records and reports.
* Record staff attendance.
* Manage the Reception admissions and Year 6 transition processes – liaising with parents and local authority. Have responsibility for the complete in-year admissions process.
* Input and submit data returns to local authority, Department of Education and Education Funding Agency.
* Manage the school website using a CMS (Fluency); basic knowledge of HTML an advantage.
* Undertake administration of after school clubs.
* Communicate with parents and other stakeholders by phone, text, email, newsletter, website or face to face.
* Complete returns to Companies House; assist with the duties of Secretary to the Company.
* Manage manual and computerised record/information systems.
* Provide and oversee general clerical/admin support e.g. photocopying, filing, completing standard forms, and responding to routine correspondence.
* Be responsible for keeping the Single Central Register up-to-date.
* Book and keep comprehensive records of CPD/training for all staff.
* Track statutory training and advise the Headteacher of updates as necessary.
* Create job adverts and take part in the recruitment process as requested, including managing staff, volunteer and after school club providers’ induction procedures and completing all safeguarding checks (DBS etc.).
* Manage personnel files and records.

### Resources

* Operate relevant equipment/ICT packages (e.g. Microsoft Office, MIS (ScholarPack), email, internet browsers).
* Liaise with third parties e.g. suppliers.
* Undertake general financial administration e.g. processing orders, handling and reconciling petty cash, writing cheques, banking and completing basic financial reconciliations as required, collating order information, etc.
* Manage the school’s online parent payment system (ParentPay)
* Administrate the staff payroll
1. **Facilities Management**

Ensure the efficient management, use and development of the facilities to support the development of an excellent learning environment:

*Management Information Systems & ICT*

* Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school, ensuring value for money
* Ensure relevant policies, including Data Protection, are consistently applied
* Ensure best use is made of the school MIS
* Act as a first port of call for all IT troubleshooting within the school. Excellent knowledge of Microsoft Office programmes, Windows 7 operating system, and SMART technologies essential.
* Liaise with the external IT technician company.

*Facility & Property Management*

* Complete monthly premises checks and report the findings of these to the Resources Committee, Headteacher or Caretaker as appropriate.
* Maintain records of all premises’ statutory testing. Arrange for statutory testing to take place as necessary.
* Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
* Oversee the Building Condition Schedule and ensure the safe maintenance and security operation of school premises to ensure a safe learning environment.
* Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
* Ensure the continuing availability of utilities, site services and equipment.
* Follow sound practices in estate management and grounds maintenance.
* Monitor, assess and review contractual obligations for outsourced school services.
* Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
* Ensure the building is only used in accordance with the terms of the licence.

*Health & Safety*

* Act as the school’s Health & Safety Co-ordinator and Fire Officer.
* Plan, instigate and maintain records of fire practices and alarm tests.
* Ensure the school’s written health & safety policy statement is clearly communicated and available to all people and consistently implemented.
* Ensure systems are in place to enable the identification of health and safety issues, hazards and risk assessments and that reporting procedures meet policy and regulatory requirements.

### Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. To adhere to school health and safety policy including risk assessment and safety systems.
3. To adhere to school policy on equality and diversity.
4. To contribute to the overall ethos/aims of the school.
5. To appreciate and support the roles of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training opportunities and professional development as required.
8. Undertake similar clerical duties commensurate with the level of the post as required by the Head teacher.