



Primley Wood Primary School, North Leeds

Job Description

Office Lead

Job Title:	Office Lead
Start Date	September 2024
Salary:	Grade 5 (competitive)
Location:	Primley Wood Primary School
Contract Type:	40 hours and 40 weeks per year
Contract Term:	Permanent

Primley Wood Primary School is a values-led school, nurturing pupils of all faiths and none. The school ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

The Office Lead will be integral in ensuring the smooth and effective running of the school office with professionalism and high standards. They will also be responsible for school admissions, data linked to children with medical needs and Finance elements.

Duties & Responsibilities	
Office Lead	<ul style="list-style-type: none"> - To ensure the smooth and effective running of the school office and ensure professional manner is adhered to - To have full line management responsibility and accountability of the administration team and site manager including appraisals and performance management. Responsible for the continuing training and development of admin staff and site manager - To supervise, train and develop administrative staff as appropriate - Delegating tasks to Office Team that may come up on an adhoc basis - Contribute to the maintenance of School Information Management System (Arbor/Bromcom) - Add pupil data to the Arbor/Bromcom system on transition into Reception - Provide general clerical support including word processing, and other IT based tasks requiring knowledge of various ICT packages - Be responsible for <ul style="list-style-type: none"> o License renewals o Service Level Agreements (SLAs) – contractors o Third party agreements - Hall hire (insurance checks, safeguarding checks, declaration of right to work checks) - Quality assure attendance follow-up processes/procedures to ensure rigour and impact, report to Headteacher - To recognise own strengths and areas of expertise and use these to advise and support others
Data	<ul style="list-style-type: none"> - To produce clear, concise and accurate information to support Senior Leaders in raising standards of performance in school. - To assist in the organisation, administration and distribution of reports to parents and staff.
Finance	<ul style="list-style-type: none"> - Undertake general financial administration including inputting and reconciling <ul style="list-style-type: none"> o banking/petty cash reconciliation and reconciliation with trips - Maintain Free School Meal records and monitor compliance - Be responsible for the administration of school milk (NMRU and FP) to include: Submitting quarterly milk returns, ordering milk and bread, reconciling parents' accounts accordingly. - Invoices - suppliers/hires



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	<ul style="list-style-type: none"> - Club payments - Assist with and undertake delegated tasks in line with financial administration procedures - Manage Procurement order for school in liaison with SLT - Support with Audit preparation for internal/external audits, new supplier forms, asset management
Admissions	<ul style="list-style-type: none"> - Complete annual admissions and induction process for Reception - In year admissions - Update Admissions portal (joiners and leavers admin) - To manage arrangements for the transfer of data and information to, and from, the school databases, through secure links with legitimate government agencies. (CTF files, EYFS, Baseline KS1) - Data transfer to new school, mid-year transition, and review files before sending to new school
General	<ul style="list-style-type: none"> - Undertake reception duties, answering general telephone and face to face enquiries when dealing with visitors, when required - Assist in arrangements for school visits and events - Distribute and manage orders received - Assist with pupil first aid / welfare duties, looking after sick pupils, liaising with parents / Staff - Management of medications and information for children with medical needs - Analyse data and quality assure medical tracking software - First Aider - Student teacher admin - Leeds for Learning bookings and check out - Fortnightly check of inventory system to ensure sign-in procedures are being adhered to - Weekly site check with HT and Site manager - Undertake other tasks as may be reasonably required
HR	<ul style="list-style-type: none"> - Complete and maintain the SCR record (Sampeople), every month check the SCR with the HT - Sickness and absence reporting
Support for the School	<ul style="list-style-type: none"> - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop - Contribute to the overall ethos/work/aims of the school - Appreciate and support the role of other professionals - Attend relevant meetings as required - Participate in training and other learning activities and performance development as required

Signature of Manager: _____

Date: ____ / ____ / ____

Signature of post holder: _____

Date: ____ / ____ / ____



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To apply:

- Please complete an application and additional information form
- Applications to be sent to info@primleywood.co.uk by 12 noon on **Thursday 29th August 2024**
- Interviews to be held on the week beginning **Monday 2nd September 2024**

PERSON SPECIFICATION

<u>Requirement</u>	<u>Essential</u>	<u>Desirable</u>
Qualification or Training:		<ul style="list-style-type: none"> • A professionally recognised qualification in ICT or data management
Experience & Knowledge:	<ul style="list-style-type: none"> • A minimum of one year's experience in using SIMs data system - preferred • Understanding data management • Excellent working knowledge of Microsoft Office programmes to include Excel and Word 	<ul style="list-style-type: none"> • A minimum of one year's relevant experience in educational data management • Secure understanding of financial procedures • Experience in analysing trends and recommending practical measures for improvement • General two years experience in data management • Experience of using ParentPay • Experience of working within a school
Practical Skills:	<ul style="list-style-type: none"> • The ability to work in a team and individually. • The ability to use IT and specialist equipment. • The ability to assess and interpret complex data. • The ability to produce reports. • To be very competent in operating the trusts MIS system (Bromcom) • Excellent analytical and problem solving skills • Flexible approach • Good organisational skills • Excellent communication skills both written and spoken • Efficiency, accuracy and attention to detail 	<ul style="list-style-type: none"> • Works well under pressure
Other:	<ul style="list-style-type: none"> • To continue personal development as agreed in performance management. • To engage actively in the performance review process. • To address the performance 	



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	<p>management targets set by the line manager.</p> <ul style="list-style-type: none">• Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.• Contribute to the overall ethos/work/aims of the school.• To work very occasionally in other Trust sites.	
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