Job Description: School Office Manager

Salary: Grade 3

Hours: 36.5 Banked Hours

Contract type: Full time

Reporting to: Trust Lead for Administration and the Head of School

Responsible for: School Office Administrators

**Main purpose**

The school office manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative, financial and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

**Duties and responsibilities**

Organisation

* Supervise the day-to-day work of the administrative function of the school office.
* Contribute towards the planning, development and organisation of the support service systems, procedures and policies.
* Manage, supervise, train and develop administrative staff as appropriate.
* Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
* Add any other duties of particular relevance to your school.

Administration

* Manage manual and computerised record/information systems.
* Analyse and evaluate data/information and produce reports/information/data as required.
* Undertake word processing and complex IT based tasks.
* Provide personal, administrative and organisational support to other staff.
* Oversee and organise the management of admissions procedures in line with the Trust/LA criteria, maintain waiting lists and allocate spaces accordingly in line with the schools’ admissions policy.
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.
* Manage the induction process for new children.
* Manage the administration of the school Single Central Record (SCR) ensuring that all relevant recruitment and vetting checks for staff, visitors and other stakeholders have been accurate recorded and that the SCR is up to date and compliant at all times.
* Completing the school census and any other statistical/data returns by required deadlines and reconciling any queries.
* Support the Trust Data Protection Officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.

Resources

* Order, monitor and manage stock, ensuring best value following the school’s purchasing processes.
* Oversee and operate relevant equipment and IT packages (e.g. the school’s MIS system).
* Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
* Assist with marketing and promoting the school.
* Manage financial administration procedures and maintain appropriate records to satisfy audits.
* Manage office expenditure with an agreed budget.
* Manage any relevant service contracts.
* Manage the collection/reconciling of school monies where applicable and providing statistical information as required.
* Administering free school meals, school fruit and the school milk subsidy scheme.
* Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.

Responsibilities

* Be committed to the safeguarding and promotion of the welfare of children and young people.
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
* Contribute to the overall ethos/work/aims of the school and Trust.
* To set an example of personal integrity and professionalism.
* Attendance at appropriate staff meetings and parents’ evenings.
* Establish constructive relationships and communication with all staff and other agencies/professionals.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Participate in training and other learning activities and performance development as required.
* Develop an office team that delivers and meets the needs of the school.
* Ensure that all staff create a professional and welcoming reception for all visitors and parents, and that all visitor checks and health and safety processes are in place to monitor entry in and out of the building.
* Provide an effective switchboard service with regards to incoming calls.
* Line manage and organise all administrative staff ensuring the smooth and effective running of the school office and all administrative and communicative systems.
* Manage administrative staff performance and appraisal.
* Ensure that all members of the office admin team, at all times, project a positive image of the school and Trust to all staff, parents and visitors both internally and externally.

Confidentiality

All members of staff are expected to sign the PACT Statement of Confidentiality.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Trust Lead for Administration and/or the Head of School.

**The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**“This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role”**