Midsomer Norton Schools Partnership

Home School: Midsomer Norton Primary

Job Description – School Administrator / Office Manager

Grade N **Responsible to:** School Business Manager/Headteacher

1. JOB PURPOSE

To provide confidential secretarial and administrative support to the School Business Manager, Headteacher, and Governors, assisting them in carrying out their responsibilities. To organise, maintain monitor and develop the School's financial, personnel and facilities systems and records, including managing office functions, to ensure an effective service to the School.

2. MAIN DUTIES AND RESPONSIBILITIES

To provide a full personal secretarial and administrative support service to the Headteacher and School Business Manager, including responsibility for maintaining confidential paper records and electronic filing systems and for other support to ensure the efficient operation of the school.

To manage the reception and telephone enquiry and answering service ensuring that all visitors and callers and dealt with promptly and enquiries handled and information provided in a courteous and friendly manner, issuing visitor passes and assisting to maintain security at the school.

To maintain and monitor the Headteacher's and school diary, making appointments, co-ordinating visits and ensuring overall effective allocation of time.

To manage and oversee the effective operation of the school admin service of the school including maintenance of the school website, preparation of the newsletter, administration of the breakfast and after school clubs.

To manage, alongside the Nursery Manager, all aspects of Nursery administration

To be responsible for the supervision of any other clerical / reception school office staff. This will include delegation of tasks to office staff where appropriate.

To exercise judgement in dealing with the Headteacher's and School Business Manager's correspondence and telephone calls, responding to routine enquiries and drafting correspondence for the Headteacher's/SBM's approval.

To be responsible for the effective management of financial administration procedures.

To be responsible for ParentPay, to include payments, bookings and setting up any relevant information.

To ensure and oversee pupil records, medical records and other registers and documentation are accurately maintained, pupil movements recorded, admission procedures undertaken, records despatched whenever necessary and statistical returns made as and when required.

To manage and co-ordinate and administrative arrangements of events such as parent evenings, school dinners, presentations and other functions.

To be responsible for the booking of supply teachers and other staff cover during the school day.

To be responsible for the administration of personnel practices and procedures at the school. To include the recruitment and selection of appointments, amendments and terminations for teaching and support staff whilst working closely with the Headteacher and School Business Manager.

To be responsible for the maintenance of personnel records and files, including the maintenance of SIMS Personnel Module and the updating of staff personnel files, checking personal documentation and providing returns and routine personnel management information.

To maintain the single central record ensuring all staff, volunteers, contractors are recorded.

To maintain records of additional hours and staff absences and keep up to date with changes in order to resolve staff queries.

To liaise as appropriate with other Midsomer Norton Schools Partnership staff e.g. premises team, ensuring the Headteacher and School Business Manager is informed/ advised whenever necessary.

To complete relevant DfE and student and statistical returns as necessary.

To monitor the relevant budgets associated with the general or administrative office.

To undertake other appropriate duties at the request of the School Business Manager, Headteacher or Governors.

3. QUALIFICATIONS AND EXPERIENCE

Essential

Should be able to demonstrate a reasonable standard of education with level 2 qualifications in literacy and numeracy to GCSE level or equivalent.

RSA III (or equivalent) word processing/typing with advanced word processing training.

Proven secretarial skills with at least 3 – 5 years experience in a relevant PA or secretarial role.

Some knowledge/experience of office management or personnel administration.

Experience of SIMS software.

Excellent communication and interpersonal skills with a high degree of initiative.

Desirable

Shorthand, audio typing and minute taking skills are highly desirable.

Experience of maintaining and using databases.

Relevant experience in Local Government / or Academy preferably in a schools environment.

Proven experience of office management and personnel administration.

4. WORKING ENVIRONMENT

The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day office environment. The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day to day office environment.

5. OTHER INFORMATION

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

The postholder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Post Holder:	**Line Manager:**
Name:	Name:
Signature: _____	Signature: _____
Date: _____	Date: _____