

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

## Job details

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Job title: Office Manager

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Directorate: Princess May Primary School

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Reporting to: Business Manager

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Grade: S02

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## Job description

Purpose of the post:

- To be responsible for office organisation, school administrative systems and school data management. To manage administrative support service.
- To administer and prepare all school accounts and to assist in the preparation of budgets. To provide support to the Business Manager in all financial and HR administrative functions.
- To manage and performance manage office administration staff
- Show creativity in managing and maintaining systems

Main duties and responsibilities:

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### Finance:

- Undertake regular reconciliation of SIMS and LAFIS accounts.
- Monitor expenditure and process invoices for payment. Raise and authorise payments to suppliers.
- Bank all school income including school fund. Ensure all income is accurately accounted for and receipts given for cash.
- Administer the petty cash account.
- Process orders and receive and distribute supplies.
- Maintain records for audit and prepare for audit visits.
- Administer the school fund and all related financial records.
- Monitor and invoice all lettings of premises.
- Support the Business Manager in the preparation of budgets.
- Assist the Business Manager with the preparation of reports for the Governing Body.
- Deal with financial duties that are commensurate with the grading of this post, e.g. dinner money collection, school trips, club money collection, staff overtime claims.

### HR:

- Manage all HR employee information (for SIMS) and supporting payroll processing and

administration

- Be familiar with, and advise on HR related queries
- Manage the school's recruitment campaigns ensuring safer recruitment procedures are adhered to. Introduce and Manage HR legislation changes and new HR practices.
- Manage staff absence, ensuring all return to work meetings are conducted and absences reported for payroll purposes.
- Be responsible for maintaining the school databases and recording systems relating to administration and personnel, ensuring that records are up to date, accurate, secure and they comply with the requirements of the data protection act. This will include the filing and updating manually held systems and the input of data into the computer system.
- Be responsible for the management and maintenance of the school's MIS system including staff records, for attendance and punctuality.
- Manage the weekly collection of staff record books and monitor and record staff attendance.
- Process tasks and CPD correspondence such as booking training. Update staff CPD on SIMS as appropriate.
- Carry out the duties in accordance with the Education Department's equal opportunities policy.

### **Pupil Data:**

- Oversee and maintain robust processes and manage a varied workload using a structured, timely and prioritised methodology. To become a SIMS administrator / super-user.
- Ensure the school has appropriate systems, processes and controls in place to maintain and manage all aspects of pupil data.
- Be responsible for the annual admissions procedure, including all necessary communications with parents, arranging parental interviews and appeals with the Headteacher.
- Load the annual pupil intake into SIMS in addition to administering pupils when they arrive, leave or transfer to the school.
- Maintain individual pupils' records in accordance with PLASC requirements.
- Produce PLASC returns and ad hoc reports when necessary.
- Maintain the SIMS database of pupil records for attendance and punctuality, liaising with the SLT as appropriate and where necessary.
- Co-ordinate the updating of the SIMS database on an annual and ad hoc basis.
- Manage the annual updating of the SIMS database with the annual timetable and class changes.
- Maintain records of all disciplinary, behavioural and special needs issues relating to individual pupils and updating SIMS where necessary.

### Other:

- Ensure efficient service delivery in the school office for all stakeholders.
- Ensure all who contact the school are given a friendly and helpful service.
- Ensure all materials produced by the school office are to the highest standards possible.
- Deal with front line enquiries from staff, students, parents and other agencies.
- Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.
- Self review and critique all systems and processes associated with the role and improve and develop systems and processes where appropriate.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the school's safeguarding policy.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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#### General requirements:

- Take part in the school's performance management system.
  - Attend governing body meetings on a regular basis.
  - Enhanced CRB Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title: Office Manager

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. A recognised qualification in financial management or equivalent.	✓	
<b>Experience</b>		
2. Some experience of budget monitoring and account reconciliation.	✓	
3. Experience of producing standard financial reports.	✓	
4. HR Administrator/Assistant experience		
5. Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.	✓	
<b>Knowledge</b>		
6. A basic knowledge of the financial workings of a school.	✓	
7. Some knowledge of budget management and accounting techniques.	✓	
8. Knowledge of, or willingness to learn, a range of computer applications including financial management systems.	✓	
9. To have an understanding and commitment of the school's vision and policies.	✓	
10. HR Administrator/Assistant experience		✓
<b>Skills</b>		
11. Ability to work in an organised and methodical manner.	✓	
12. Ability to maintain efficient record keeping systems.	✓	
13. Ability to assist with the production of accurate records and reports as required.	✓	
14. Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents.	✓	
15. Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
16. Ability to show sensitivity and objectivity in dealing with confidential issues.	✓	
17. Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web based information.	✓	