

## **JOB DESCRIPTION -**

<b>Title:</b>	Office Manager
<b>Grade:</b>	Grade 7: 37 hours per week (term-time only) plus 5 days
<b>Responsible to:</b>	Headteacher/Deputy Headteachers, School Business Manager
<b>Responsible for:</b>	The postholder has supervisory responsibility of two administration assistants.
<b>Purpose:</b>	To organise and manage administrative systems and staff in the school office and be responsible for undertaking administrative, financial, organisational processes, maintaining confidential at all times.

### **Main Duties and Responsibilities:**

#### **Management role:**

- To manage the general day to day running of the school office ensuring its efficiency at all times.
- To train and develop administrative staff as appropriate
- To produce in consultation with other administration staff for implementation the Office Action Plan to support the smooth running and progression of the school office and its systems.
- To ensure that satisfactory administrative/financial systems/procedures are in place and reviewed on a regular basis.

#### **Attendance, Attendance & Pupils - Strategic Direction & Development:**

- To co-ordinate admission arrangements of pupils for all pupils from FS1 to Year 6.
- To input and monitor all pupil attendance using the Capita SIMS programme.
- To maintain pupil records and be responsible for completion and submission of forms, returns including those to outside agencies
- To advise the Headteacher on strategies to promote the regular and punctual attendance of all pupils and to assist with the implementation of those strategies.
- To establish the reason for non attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To meet with school staff, pupils and parents/carers to identify individual issues and solutions in line with school and LA policy.
- To undertake unsupervised contact with families in response to allocated referrals i.e. home visits and/or meetings in school.
- To initiate appropriate legal action with Education Welfare Services (EWS) to ensure the school is carrying out its statutory responsibility in respect of pupils. This will include preparing statements, attending and presenting evidence or request issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.

- To liaise, co-ordinate and manage all external support offered to school locally and from other agencies such as EWS, police, social services, housing, health etc.
- To be fully aware of and carry out all work in line with Safeguarding procedures.
- To maintain clear and concise records of all consultations and to write any other reports using i.e. annual action plan and summaries, as required by the school.
- To produce statistical data including providing reports as required to senior leaders and other professionals ensuring school is not in breach of Data Protection.
- To manage and prioritise your own workload in line with school requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, safeguarding and additional needs in order to be able to offer informed advice to parents/carers, school staff, etc. SEND in line with Code of Practice 2014.
- To support the Inclusion team in advising on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives which raise the awareness of staff, parents and the community on the importance of school attendance/inclusion.
- To work with the pyramid/other schools to ensure continuity of support and learning when pupils transfer.
- Anticipate need, identify and prioritise issues.
- Contribute to purposeful, innovative and enriching climate for learning.
- Support high expectations of behaviour and a strong work ethic.
- Respond to local and national initiatives.
- Support staff to prepare pupils for examinations and assessments.
- Advise on CPD and lead training for self and supervised staff.
- Attend and chair noted meetings as required to support the post.

**Human Resources:**

- To support the training process for administration staff in order that they might provide absence cover of administration staff as required.
- To undertake the annual appraisal and mid-point review process of two Administrative Assistants ensuring the School Business Manager is advised of any areas of concern.
- To audit as a true record staff additional hours to support the authorisation process by the School Business Manager.
- To liaise with the School Business Manager on matters that may have an impact on the administration, Health and Safety and other legalities of the school.
- To undertake the basic return to work interview process of both Midday Supervisors and Administration Assistants.
- To advise the SBM in a timely manner all trigger points which may result in the implantation of the Managing Attendance Policy by the Headteacher/School Business Manager.

- To support the Senior Leaders in developing and maintaining a cohesive team and participate in meetings.
- To undertake training as required to support the expectation of this role.
- To ensure that Safeguarding procedures are followed by all members of staff, visitors and line-managed team.

**Administration:**

- To act as clerk at sub-committee governors meeting in conjunction with other administration staff.
- To be a member of the 'front house' team and act as representative for the school ensuring all security, safeguarding and Health and Safety requirements are met.
- To deal with external agencies as requested.
- To disseminate all media types of information received in a timely manner.
- To write and review finance procedures relevant to tasks undertaken.
- To effectively communicate messages from parents/carers to appropriate persons.
- To ensure staff are kept informed and up to date with any information relevant to the children in their care.
- To ensure that all goods received are correctly accounted for and are distributed in line with Financial Regulations.
- To ensure that the administration team have sufficient stock of goods and items to ensure its smooth running.
- To fully operate the Admission/Transfer process for all new, returning and leaving pupils.
- To deal with requests for information from parents, pupils and staff ensuring compliance with Data Protection and the Information of Freedom Act.
- To input pupil permission data in conjunction with other members of the administration staff.
- To meet administration statutory returns.
- To produce SIMs reports upon request.
- To support other administration staff in providing refreshments to internal and external stakeholders.
- To type and produce documentation that is necessary to support the running of the school.
- To undertake ICT in house housekeeping duties ensuring all systems run smoothly and eliminate risk of school breaching Data Protection.
- To undertake such duties as necessary to ensure that the office maintains efficiency and effectiveness.
- To undertake year end procedures.
- To ensure that registers are distributed to staff in a timely manner at the beginning of the day.
- To administer medicines to pupils in line with policy and legislation.

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**Financial duties:**

- To ensure that all financial transactions undertaken by others in relation to school dinners, school trips and other transactions are out in an appropriate manner thus ensuring all financial regulations are observed.
- To manage the ParentPay dinner money system in the absence of other administration staff.
- To submit a request for administration delegation budget and to monitor this budget to ensure best value is maintained for resources purchased.
- To fully lead and manage the financial transactions of the School Fund processes in line with school policy and Financial Regulations.
- To assist the School Business Manager in relation to the submission of school budget monthly returns
- To ensure that the School Fund is audited annually and the relevant documentation submitted to all relevant parties.
- To act as Treasurer and Clerk for the Charity Committee
- To meet statutory returns on all financial matters.
- To co-operate and initiate audit procedures as necessary that supports the internal and external audit inspection

**General:**

- To be an active member of the GDPR working committee.
- These duties are flexible and subject to revision to meet the needs of school.
- To administer medicines in line with the schools Medicine in School Policy.
- To care for sick and injured pupils.
- To deal with accidents to pupils/staff as a first aider, to maintain relevant records and inform parents where appropriate.
- To establish and maintain excellent relationships with all pupils, parents, carers, staff and contractors.
- To make arrangements for sick/injured pupils to be taken home or to hospital.
- To supervise and deploy Y6 office monitors in association with other administrative staff.
- To support the development of the school website.

These duties are flexible and subject to revision to meet the needs of school.

The post holder:

- Attend to the personal needs of pupils in line with the Disability Discrimination Act
- Is to be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, Security, Confidentiality, GDPR and Data Protection, reporting all concerns
- Be aware of and support difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings

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- Participate in training and other learning activities and performance development as required

The Postholder's duties must be carried out in compliance with the school's policies and procedures including Child Protection Procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, Data Protection, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.