

Office Manager

Job Description

Grade: GR3 subject to formal evaluation under the Pay Equity Review

1. Job Purpose

- 1.1 This postholder will provide clerical, financial and administrative support to the Headteacher and school to enable the delivery of a professional and efficient and administrative service

2. Key Responsibilities

- 2.1 To be responsible for the efficient and effective running of the school office
- 2.2 Supervision of staff as required
- 2.3 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing
- 2.4 Responsibility for collecting and reconciling school monies and providing statistical information as required; administering free school meals and milk in school's scheme
- 2.5 Managing the petty cash account
- 2.6 Responsibility for the management of the School Fund account and School Purchase card reconciliation
- 2.7 Responsibility for administering schools admissions procedures and accurately maintaining the pupil related information system
- 2.8 Responsibility for completing staff returns, and reconciling queries
- 2.9 Ensuring the provision of clerical support including typing/word processing, reprographics and filing
- 2.10 Responsibility for ensuring that an effective reception and switchboard service is provided
- 2.11 Liaising with staff for organising school visits and extra-curricular activities
- 2.12 Administration of employment contracts

- 2.13 Responsibility for maintenance of staff absence, arranging supply cover and insurance schemes
- 2.14 Supporting recruitment, maintain SCR and arranging supply cover for absent staff
- 2.15 Responsibility for compiling and returning statistical information as required for City Council, DCFS, etc.
- 2.16 Accurate recording data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met
- 2.17 Input/output of data and production of associated reports
- 2.18 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.19 To ensure all tasks are carried out with due regard to Health and Safety
- 2.20 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.21 To adhere to the ethos of the school
 - 2.21.1 To promote the agreed vision and aims of the school
 - 2.21.2 To set an example of personal integrity and professionalism
 - 2.21.3 Attendance at appropriate staff meetings
- 2.22 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title: Headteacher / Deputy Headteacher
- 3.2 Level of supervision:

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
|------------|-------|-------------|--|
| N/A | | | |

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

| | | | | |
|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria | Essential | MOA |
|--|---|------|
| Education/Qualifications NB: Full regard must be paid to overseas qualifications. | High Standards of English and Mathematics | AF/C |
| | GCSE's in English and Mathematics at grade A*-C or equivalent would be expected | AF/C |
| Experience Relevant work and other experience | Experience of working in an office environment | AF/I |
| | Experience of working in a school office would be desirable | AF/I |
| | Experience of a wide range of administrative functions | AF/I |
| Skills & Ability e.g. written communication skills, dealing with the public etc. | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 | AF/I |
| | Good working knowledge of Microsoft office (Word and Excel), | AF/I |
| | Knowledge SIMS and FMS desirable (windows based systems) | AF/I |
| | Excellent interpersonal skills | AF/I |
| | Excellent organisational skills | AF/I |
| | Ability to interpret varying situations and solve problems on a day to day basis. | AF/I |
| | Ability to work with autonomy within set boundaries | AF/I |
| | Ability to cope with conflicting demands, deadlines and interruptions | AF/I |
| Ability to meet the physical demands of the post | | |
| Training | Interest in own personal development and willingness to undertake further training | AF/I |

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| Safeguarding | Adhere to the School's Safeguarding and Child Protection Policy | I |
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
