

Senior Office Manager at Adderley Nursery School

Grade 4

Job Description

All persons working in this school:

- will have responsibility for promoting and safeguarding the welfare of every child.
- must adhere to the ethos of the school/s by promoting the agreed vision and aims of the school and set an example of personal integrity and professionalism.

Functional Liaison with: Head Teacher, Qualified Teacher, support staff team, external agencies, Administration Assistant.

Line Management

Responsible to the Head Teacher.

1. Job Purpose

- 1.1 The postholder will strategically manage clerical, and administrative support to the Head teacher and school to enable the delivery of a professional and efficient administrative service

2. Key Responsibilities

General

- 2.1 To manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality standards.
- 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 Management, collection and reconciliation of school monies and providing statistical information as required; administering free school meals and milk in schools scheme.
- 2.5 Managing the petty cash account
- 2.6 Responsibility for the management of the School Fund account
- 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 quality clerical support including typing/word processing, reprographics and filing
- 2.10 Liaising with the School Health Service in relation to pupil welfare
- 2.11 Responsibility for ensuring that an effective reception and switchboard service is provided
- 2.12 Supporting Governing Body Committees, including preparation and distribution of minutes.
- 2.13 Liaising with staff for organising school visits, camps and extra-curricular activities
- 2.14 To adhere to the ethos of the school.
- 2.15 To promote the agreed vision and aims of the school.

Personnel and Human Resources

- 2.16 Management of HR Processes, within the school, including administration of employment contracts, references, appointment forms, etc
- 2.17 Responsibility for maintenance of staff absence and insurance schemes
- 2.18 Management of supply cover for absent staff, and management of the Supply Budget.
- 2.19 To manage other administrative and related support staff, including, carrying out appropriate performance management and disciplinarys.

- 2.20 To undertake appropriate professional development including adhering to the principle of performance management
 - 2.20.1 To set an example of personal integrity and professionalism
 - 2.20.2 Attendance at appropriate staff meetings and parents evenings
- 2.21 To coordinate initial HR responses to grievances and disciplinary matters.
- 2.22 To manage and monitor the register of DBS checks and arrange checks as appropriate

Financial

- 2.23 Management of Annual Service Returns/618G/School workforce Census/PLASC and responsibility for compiling and returning statistical information as required for City Council, DCFS etc.
- 2.24 Management of budget for orders and recording of data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met
- 2.25 Input/output of data and production of associated reports.
- 2.26 Ensuring that 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
- 2.27 To ensure all tasks are carried out with due regard to Health and Safety

Premises

- 2.28 To coordinate with the Building Site Services staff, appropriate project management arrangements, funding managements, liaison with contractors, etc
- 2.29 To oversee appropriate quality assurance procedures are in place and regularly monitored
- 2.30 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: _____

3.2 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

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)

5. Special Conditions

5.1 None