

Job Description	
Job Title	Office Manager
Grade	Band 4
Reports to	Headteacher
Liaison with	Headteacher, Other staff, Pupils, Parents, External agencies, ECC staff, Governors, CEO
Job Purpose	To be the first point of contact for pupils, parents and the general public for the school in person and by telephone. Manage the efficient day-to-day running of the school office by organising effective administrative and clerical systems which support the school as a whole.
<p>Duties</p> <p>First Point of Contact</p> <ul style="list-style-type: none"> • Provide a professional, friendly and helpful service for all telephone, email or face to face enquiries to the school. • To take responsibility for dealing with complex enquiries or difficult visitors to the school where able to • Ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in and out of the visitor's book. • Accept and sign for deliveries as appropriate • Provide hospitality for visitors to the school <p>Finance</p> <ul style="list-style-type: none"> • To oversee the administration of petty cash • To oversee the administration of all purchase card transactions • To supervise the preparation of school monies and make appropriate arrangements for banking • Ensure preparation of orders, check full receipt of goods • Ensure all financial administration is carried out in accordance with the Trusts school financial regulations and policies • Be responsible for maintaining the school inventory <p>Welfare</p> <ul style="list-style-type: none"> • Hold a relevant first aid qualification in order to act as the appointed person for the school. • Be responsible for the care of children who are hurt or unwell by administering first aid to pupils as required, in keeping with the school's policies. • Liaise with teachers, parents and other relevant parties regarding pupil's sickness or injuries. • Ensure First Aid supplies are kept fully stocked and correctly stored <p>Personnel</p> <ul style="list-style-type: none"> • Organising the placement of recruitment adverts on behalf of the Headteacher. • Coordinating the response to applications both positive and negative and, where asked to, organising interviews. • Be responsible for all administration associated with the pre-employment checks for staff and volunteer workers e.g. reference requests, medical forms, dbs checks, supporting documents and qualifications. • Manage the Single Central Record to ensure it is accurate, up to date and meets all Ofsted and other regulatory requirements. 	

- Carry out the pre-planning and induction for people on work experience.
- Be responsible for all administration arising from staff absence
- Be responsible for overtime claims

Administrative

- Be responsible for administration of school lettings, liaising with the caretaker and hirer as required
- To take responsibility for dealing with complex enquiries or difficult visitors to the school
- Act as confidential secretary to the Head teacher
- To draft correspondence, policies and other documentation to the Headteacher's specification
- Arrange for updating, publishing etc of school handbook, prospectus and other documents
- Complete such returns as may be required by the LEA, DCSF etc
- Word processing
- Undertake project/research work as required
- Develop and implement appropriate administrative systems/procedures
- Take minutes
- Be responsible for ensuring up to date staff information is held on data management systems
- To organise and manage requirements for school events
- To manage production of the weekly newsletter, certificates and school reports

Management

- Manage clerical/administrative operations
- Allocate and supervise work of clerical/ administrative staff, and prioritise their work
- Undertake appropriate induction, probation, training and development for clerical/administrative staff
- Undertake PMR reviews for clerical/admin staff

General

- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

- This job description is neither exclusive nor exhaustive, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties;
- An annual review of the job description and allocation of duties and responsibilities will take place as part of the Performance Management Review process;
- All posts are subject to an enhanced DBS check, satisfactory references and medical clearance.

The duties may be varied to meet changing circumstances in the post held. Any such developments will only take place after consultation with all those involved and do not form part of the staff member's contract.

The post is portable across any school in the Trust.

Office Manager		
General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy school environment Educated to NVQ Level 4 or equivalent Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school

		Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others