Job Description: Office Manager

Scale: 6

Hours: 36 (term time only)

Mon – Thurs 8.00am – 4.15pm

Fri 8.00am – 4.00pm

**Person Reports to:** School Business Manager

Supervises: Admin/finance assistant

**Purpose of Post:** Responsible for the management and co-ordination of the school reception service and administration function.

To be accountable to the School Business Manager for the effective and efficient management of the financial systems within the school.

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**Main duties and responsibilities**

To manage and maintain an effective office using both FMS and SIMS management systems

Finance

1. To have a working knowledge of FMS or similar
2. To pay invoices via BACS and cheques
3. Reconcile bank statements and purchase cards
4. Action petty cash payments
5. Record income and prepare banking
6. Present weekly/monthly finance reports to the School Business Manager
7. Manage school voluntary fund
8. Assist in procurement exercises
9. Assist in finance audits when required
10. Manage asset register,  arrange annual stock takes and refer all equipment for disposal to the School business Manager
11. Liaise with school bursar as required

Pupil Management

1. To have a working knowledge of SIMS
2. To ensure that all pupil records are accurate and maintained
3. Be responsible for attendance management
4. To liaise with parents and teachers on attendance concerns
5. Work with the LA Attendance Management Service on attendance matters
6. Report weekly to the senior leadership team on attendance

Generic duties

1. Welcome visitors, ensuring school procedures are followed for signing in and safeguarding.
2. To operate the school entry systems and assist in maintaining site security
3. To communicate with pupils, parents, visitors, staff and stakeholders face to face, telephone or email.  To ensure all enquiries are dealt professionally. Take accurate messages when required and forward as soon as possible.
4. To operate the schools text and email messaging service.
5. To be the main contact for NHS practitioners. Manage administration for immunisations and dentist programmes.
6. To be the main contact for school photographer
7. Ensure visitor and staff signing in systems are being used effectively
8. Assist in the preparation of education visits
9. Assist in school events including parents evening as required
10. Have or willing to undertake paediatric first aid training
11. Assist the senior leadership team with termly administrative task
12. Have or willing to undertake fire warden training
13. To carry out any other duties as may be required and directed by the senior leadership team

**PERSON SPECIFICATION**

**Job Title: Office Manager**

**Location: Odessa Infant School**

**Scale: 6**

**Equal Opportunities**

The School has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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| **IMPORTANT INFORMATION FOR ALL APPLICANTS** |
| The criteria listed in this Person Specification are all essential to the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible. |

**Experience**

* Experience of working in a school environment
* Working knowledge of SIMS
* Experience of pupil attendance management
* Working knowledge of FMS
* Experience of school financial management

**Skills**

* Sound financial understanding
* Highly developed inter-personal skills
* Clearly developed organisational skills

**Abilities**

* Ability to work under pressure to tight deadlines
* Ability to manage and motivate others in a busy environment
* Ability to support colleagues where necessary
* Ability to prioritise and delegate effectively
* Ability to measure and operate firmness and tact

**Qualities**

* Honesty and Integrity
* Loyalty and professional confidentiality
* Approachable and welcoming
* Clear record of punctuality and good attendance

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| **Qualifications and experience** | | |
| Essential | Desirable | Evidence |
| * GCSE Maths and English * Evidence of finance and administrative experience to support the day-to-day operation of an establishment/ company within financial constraints. * Experience of FMS * Experience of managing pupil attendance in accordance with DfE/LA guidelines * Experience of SIMS | * Evidence of finance and/or administrative management experience within a school * Evidence of working as part of a team | Application form  Letter of application  References  Interviews  Certificate/s (to be available at interview) |
| **Knowledge and skills** | | |
| Essential | Desirable | Evidence |
| * Ability to build and form good relationships with students, colleagues and other professionals. * Able to lead, develop and motivate staff, delegating duties as required. * Ability to work constructively as part of a team, understanding school roles and responsibilities including own. * Excellent verbal and written communication skills * Ability to work under pressure to tight deadlines * Ability to manage and motivate others in a busy environment * Ability to support colleagues where necessary * Ability to prioritise and delegate effectively * Ability to measure and operate firmness and tact | * Knowledge and understanding of Schools’ Financial Value Standard. * Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation. * Experience in drafting and editing documents * Experience in working in a busy school environment within a school * Evidence of working as part of a team | Application form  Letter of application  References Interviews  ) |