Primary School

Job Description

Job Title: Office Manager

Pay Scale: PO2

Responsible to: Headteacher

Supervisory Responsibilities: Admin Staff, Site Supervisor

**PURPOSE OF JOB**

To lead and manage by providing professional skills and technical capabilities, specialist subject knowledge, integrity in decision making and operational activity that is required for the effective operations of Manor Primary School. To make a significant contribution to the successful strategic management and administration of the school and its day to day efficiency.

**EQUAL OPPORTUNITIES**

Manor Primary 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.

**DUTIES AND RESPONSIBILITIES**

To undertake the following duties with minimal supervision, being both flexible and proactive, demonstrating a thorough working knowledge of the work areas, setting work standards for self and others, and taking decisions leading to changes in important procedures and practices.

**Finance & HR**

1. To support the recruitment process and ensure that all relevant documents are supplied and to record this using the appropriate systems.
2. To liaise with payroll and carry out all relevant duties ensuring that the school is compliant and the correct contracts have been issued.
3. To ensure that the reporting packs are completed and submitted in a timely manner.
4. To oversee the efficient generation of and processing of invoices.
5. To ensure value for money when purchasing for the school.
6. To be proactive in identifying additional funding and grant opportunities for the school.
7. To oversee all cash and cashless transactions within school reporting this to Deputy Headteacher (Finance)
8. To monitor progress of Cost Centre spend and liaise with co-ordinators advising them on spend
9. To monitor and evaluate school admin and finance and identify risks and areas for improvement
10. To oversee and manage lettings and extended school provision including breakfast club
11. To deal with and resolve payroll queries of staff.
12. To monitor absences, ensuring self-certification forms are completed in a timely manner
13. To maintain sickness and absence records and report to the Headteacher for further action

**Office**

1. To organise the provision of an efficient and effective administrative service to the school and to manage staff responsible for administrative matters
2. To develop administrative systems that respond to the changing needs of the school
3. To oversee the use of SIMs ensuring that it is being used to its best potential.
4. Responsible for appraisal of staff within their team
5. To identify and manage unacceptable or poor performance issues of teams or individuals
6. To supervise administrative support staff including the identification of training and developmental needs in liaison with the Leadership Team.
7. To allocate and monitor the quality of work and progress of work in their teams
8. To liaise effectively with colleagues, governors, local authority and contractors
9. To attend relevant meetings and relaying all relevant information to the senior leadership team
10. To ensure that the office is a welcoming environment for parents, prospective parents and visitors.
11. To oversee the welcoming and registering of visiting staff and visitors to the school, ensuring that all relevant checks are completed and recorded.
12. To be responsible for ensuring the reception desk is covered and to deal with difficult situations as and when required
13. To ensure the school admissions process is fully compliant and is efficient and effective
14. To liaise with the school Bursar and Deputy Head (Finance) to ensure the school remains compliant in all financial matters
15. To have responsibility for the ordering of any repairs and maintenance work needed and then tracking to ensure that the work is carried out to a good standard.
16. To manage the workstream of the site supervisor
17. Deal with enquiries by telephone, in person and in writing.
18. To provide onsite training for the office staff wherever necessary to support in their day to day management of their tasks.
19. To be the named contact to work alongside the Designated Officer for GDPR
20. To have a thorough understanding of safeguarding systems and processes, and how this applies to the day to day running of the school.
21. To be an ambassador of the Headteacher and the school at all times whilst maintaining confidentiality.
22. To strategically promote and market the school, making links with local organisations and educational establishments.

**PERSON SPECIFICATION**

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| **CRITERIA** | **METHOD OF ASSESSMENT** |
| **KNOWLEDGE:*** Demonstrates understanding of managing staff
* Knowledge of school budgetary systems and how to monitor them effectively.
* Knowledge and understanding of financial management principles and good practice, including audit requirements.
* Understands the importance of teamwork and teambuilding techniques
* Knowledge of GDPR and the management of this within a school setting
 |  Application Form/Interview/Test (delete as applicable) |
| **EXPERIENCE:*** Experience of managing staff
* In-depth knowledge of Health & Safety risk, issues, and legislation in relation to education
* Experience of proactively marketing an establishment
* Understanding of tracking systems, analysing data and benchmark systems
 |  Application Form/Interview/Test (delete as applicable) |
| **SKILLS AND ABILITIES:*** Able to apply time management, planning and delegation tools, effectively
* Demonstrates a problem solving approach to all areas of work
* Ability to communicate effectively with colleagues, governors, parents, local authority and other stakeholders
* Able to access, analyse and interpret information
 |  Application Form/Interview/Test (delete as applicable) |
| **QUALITIES AND BEHAVIOUR:*** Financial acumen and understanding
* Honesty, integrity and fairness
* Loyalty and professional confidentiality
 | Application Form/Interview/Test (delete as applicable) |
| **OTHER SPECIAL REQUIREMENTS:*** Must be willing to work out of hours as required
 | Application Form/Interview/Test (delete as applicable) |