

Office Manager Job Description

Job Title	Office Manager
Responsible to:	Executive Head Teacher and Head of School
Responsible for:	School Office Staff
Functional links with:	Parents, Governors, teaching staff, NHS professionals, contractors, and Local Authority Staff
Main purpose of the role: <ul style="list-style-type: none">• Under the direction of the Executive Head Teacher and Head of School, the postholder manages the workload of the office and administrative staff• Specific responsibilities include managing the School Office in order to maintain an efficient and purposeful environment. Managing the provision of reception cover. Creation and maintenance of accurate and confidential records.• To undertake financial control procedures to ensure Best Value is obtained on the school's behalf, contributing to the raising of standards by means of strategies to reduce bureaucracy and ensuring that support staff are appropriately managed and trained to meet the needs of the school	
Main Duties and Responsibilities: <ul style="list-style-type: none">• Deal with correspondence, telephone calls, visitors and enquiries and ensure the proper staffing of the reception desk and switchboard• Organise the day to day workload of the administrative staff within the school office• Manage administrative procedures including DfE and Local Authority returns, forms etc.• Maintain confidential staffing records including absence management and recruitment processes• Maintain pupil records and operate procedures dealing with admissions, withdrawals, transfers, health issues etc.• Manage relationships with suppliers and contractors, including estimates, requisitions and contractual arrangements• Operate financial procedures and lettings arrangements, including advice to governors• Ensure the DBS checks for the school are carried out in line with current safeguarding procedures and that the Single Central Record is maintained	
Resources: <ul style="list-style-type: none">• General Office equipment	

Job Activities:

- Responsible for all of the activities of the school office on behalf of the Head of School
- This will require frequent decisions on a variety of issues that may arise during the day
- Operates office and IT equipment, systems and programmes including School Information Systems (e.g., SIMS, Arbor, or Bromcom), production of policy documents etc.
- Represents the school management by telephone and through personal contact with pupils, parents, Governors, public, suppliers & contractors, NHS and LA professionals etc.
- Maintains and operates various numerical and financial records and returns
- Exercises frequent judgements about the day to day running of the school office in order to provide the smooth running of all the administrative functions, within expressed or understood parameters expected by the Head of School
- Supervises up to 10 clerical support staff, ensuring professional and positive standards, assessing training needs and team briefings
- Exercises judgements to ensure that SLT are supported in their roles and the Executive Head Teacher and Head of School are always fully briefed

English Language Fluency Requirement

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.