

## Job Description

<b>Post Title:</b>	<b>Office Manager</b>	<b>Post No:</b>	<b>JD49</b>
<b>Department:</b>	Education	<b>Grade:</b>	<b>BEX08</b>
<b>Responsible to:</b>	Head Teacher		
<b>Responsible for:</b>	School Office Staff		
<b>Functional links with:</b>	Parents, Governors, teaching staff, NHS professionals, contractors, and LA Staff		

### Main purpose of the job:

- Under the direction or the headteacher, 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

### Major Duties and Responsibilities:

- Deal with correspondence, telephone calls, visitors and enquiries and ensure the proper staffing of the reception desk
- Organise the day to day workload of the administrative staff within the school office
- Manage administrative procedures including but not limited to Local Authority returns and onboarding staff via the internal HR system
- 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 register is maintained
- Ensure stock for the school is ordered and distributed.

### Resources:

- General Office equipment

Cont.

**Job Activities:**

- Responsible for all of the activities of the school office on behalf of the head teacher
- This will require frequent decisions on a variety of issues that may arise during the day
- Operate office and IT equipment, systems and programmes including WP, SIMS/FMS, 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 teacher
- 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 headteacher is 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.

<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>
	<b>Line Manager:</b>	
	<b>Job Assessor:</b> <i>(if required)</i>	