ARBORETUM PRIMARY SCHOOL

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Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL
Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

JOB DESCRIPTION

Job Title: Office Manager

Salary Grade: Grade E

Accountable to: School Business Manager

Accountable for: School Office Support Staff

Post Objective

To manage the day-to-day administrative functions of the school, including line management of administrative staff, to support the smooth running of the school.

To support the School Business Manager with administrative processes, including the recruitment process and Nursery admissions.

To contribute to the safeguarding of the school by overseeing visitor management and administering the Single Central Record

To adhere to financial regulations, data protection and other legislation relevant to duties.

Other Considerations
It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Office Management

1 To manage the day-to-day office and administrative function of the school, allocating work and resolving workload issues as appropriate.

2 To line manage the administration/office team, including assisting with new staff induction, to ensure the school office is organised efficiently.

3 Participate in the development of the administration/office team, by supporting, training and coaching as appropriate.

4 To provide administrative support to the work of the School Business Manager, Head Teacher and Senior Leadership Team as required.

5 Contribute to the development of administrative policies and procedures.

6 Maintain the confidential manual filing system for all children's records in school office, ensuring that files are transferred to new schools in line with requirements.

7 To regularly monitor and review standards within the team to ensure the provision of a high quality service to visitors to the school, staff, parents, pupils and other key stakeholders.

Finance and Cash Management

8 Manage the effective administration of the dinner money system, including daily dinner numbers, free school meals and dinner money arrears.

9 Manage the processing of cash within the office, ensuring that it is accurately process, securely stored and banked on a regular basis.

10 Manage the process of placing orders and approving payments ensuring correct financial controls are applied.

Systems Administration

11 Administer admissions to the school's nursery, scheduling appropriate programmes of individual parent meetings. Manage the nursery waiting list in line with the admission policy.

12 Implement new IT systems as appropriate, configuring to meet school needs and developing appropriate procedures as required.

13 Create, maintain and regularly update all pupil records using the school's MIS (Arbor).

14 Produce various pupil management and data reports using the school's MIS as required.

15 Analyse and interpret data; produce detailed reports and complex spreadsheets, including the use of formulae.

16 Ensure that the school's website is kept up-to-date, in line with government guidelines.

17 Train other members of staff in the use of IT systems as appropriate.

18 Ensure that all data management complies with Data Protection regulations.

Human Resources

18 Administer the recruitment process in line with Safer Recruitment guidelines.

19 Prepare paperwork for interviews, including collating applications, preparing shortlisting matrix and obtaining references.

20 Ensure that all necessary pre-employment checks are carried out, and appointment paperwork is completed.

Safeguarding

21 Oversee the management of visitors to the school, ensuring that the Office team complete and record all necessary visitor checks.

22 Ensure that the Single Central Record is kept up-to-date, and all checks are carried out in a timely manner.

23 Support the safeguarding and welfare of pupils at all times, reporting any concerns to the Safeguarding Team in line with school policies.

General

24 Deal with enquiries from parents and visitors to the school in person, by email and telephone.

25 Undertake general administrative duties including processing enquiries, producing letters to parents, photocopying, filing etc.

26 Participate in staff training, other learning activities and performance development as required.

27 To work in accordance with school policies and procedures, with particular reference to Safeguarding, Data Protection and Health and Safety, and ensure that the Office team are aware of and work in accordance with all relevant policies.

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other relevant duties as reasonably required by the Head Teacher or Business Manager, however the responsibility level should not exceed those outlined above.

Postholder Name ……

Signature …… Date ……