

Shorne Church of England Primary School

(A member of the Aletheia Anglican Academies Trust)



Office Manager Job Description

Responsible to: Head of School

Salary: KR6

Main purpose of the role:

- To be the public face of the school, liaising with the school community and all visitors
- Providing information and services in dealing with and resolving enquiries and complaints.
- Overseeing the daily administration of the school office, including line managing administrative staff.
- Supporting the Head of School with all administrative, financial, and organisational processes within the school, always maintaining confidentiality.

Key responsibilities:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school environment
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communication with all staff and other agencies/professional
- Develop an office team that delivers and meets the needs of the school
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health, and safety processes are in place to monitor entry in and out of the building
- Line manage the Administration Officer ensuring the smooth and effective running of the school office and all administrative and communicative systems

Administration

- Be responsible for the administration of the schools MIS System
- Provide administrative, and organisational support to the Head of School, including recruitment and HR related administration
- Support with the schools Admissions process
- Support the Administration Officer with Attendance Monitoring
- Work with the Head of School and Central Trust Team to complete all School Census Returns
- Provide support with Free School Meals and Pupil Premium Administration
- Oversee the administration of all parental communication

Human Resources

- Manage the administration of recruitment including advertising, collating documentation, medical clearance, references, DBS, and other pre-employment checks as required in accordance with Keeping Children Safe in Education.
- Maintain and hold responsibility for the Single Central Record (SCR).
- To be the initial point of contact for staff regarding HR issues, providing information regarding pay, conditions, and HR policies with support of the Trust HR Team and external HR Provider
- To liaise with the school's personnel and payroll provider to ensure information is provided in a timely manner.
- Ensure all staff absences are accurately recorded on our payroll system and notify the Head of School when absence thresholds are met

- To coordinate requests for holiday, maternity, paternity, adoption, parental leave, and flexible working – ensuring all necessary administration is undertaken and payroll are informed in a timely fashion.
- To coordinate cover and supply arrangements, including liaising and negotiating with agencies regarding temporary staff, ensuring that vetting information is provided and recorded on the SCR.
- To ensure that all school policies and procedures are in line with current legislation and HR best practice, seeking advice from the school’s personnel provider and Central HR Team

Health and Safety

- Ensure staff comply with health and safety requirements and undertake training appropriate to their role.
- Ensure all appropriate health and safety risk assessments are undertaken and monitored.
- Ensure appropriate accident recording and reporting mechanisms are in place.
- Working with the Head of School and Site Manager to ensure all Health and Safety compliance records are kept up to date.
- Support the Head of School and Site Manager to ensure emergency procedures and contingency plans in case of emergencies including power cuts, flooding, and fire.
- Seek advice from the Central Trust Operations Officer in relation to Health and Safety and premises Management.

Finance Administration

- Work with Head of School and Trust Operations officer to monitor licenses, insurances, and contracts on behalf of the school are up to date and accurate.
- Order, monitor and manage stock, ensuring best value following the school’s purchasing processes
- Organise resources and manage hospitality for school visitors and events
- Support the Administration Assistant with the management of funds for school trips and events

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.

The role will be reviewed annually in consultation with the postholder.

Signed by Post Holder: _____

Date: _____

Head of School: _____

Date: _____

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Office Manager Person Specification

Essential skills and experience
Successful relevant experience of working in a school office (Desirable)
Flexible approach, good time management skills and a commitment to hard work.
Be able to work with optimism, integrity and enthusiasm.
The ability to remain calm under competing demands and be able to meet deadlines.
Be able to work effectively as part of a team and be involved in whole school activities.
Be able to work independently and with own initiative and have the ability to see things through.
Excellent interpersonal skills
Be energetic and committed to the school vision
Smart personal presentation
Have the ability to be discrete and maintain confidentiality