

Friars Primary School and Nursery



Job Description

Position:	Office Manager and PA to Principal
Grade:	Level 7, point 21 - 27
Hours:	37 hours per week. Monday to Friday – 8am to 4:30pm (66 min lunch break). Term time only, plus INSET days, plus 3 weeks of school holidays.
Responsible to:	Principal

Purpose of Job:

- Line and performance management of all office administrative staff.
- Ensuring all visitors to the school are checked for proof of identity and/or DBS, checking with the DBS Update Service where necessary.
- Undertake DBS checks for volunteers or visitors when required.
- Undertake DBS checks and Right to Work checks for all new staff in the school on occasion to support HR team.
- Accountable for the upkeep of the Single Central Record.
- Ensuring all types of absences are recorded on the absence spreadsheet and entered onto SIMS, providing Payroll and HR with appropriate information.
- Ensure all staff complete self-certification forms or provide fit to work certificates from their GP.
- Any requests for absence or appointments to be completed and recorded using the request form and updated on appropriate systems.
- Dealing with enquiries and messages from parents and carers.
- Maintain a general overview of all aspects of the day-to-day running of the school office and incoming/outgoing correspondence.
- Monitoring and responding to, or appropriate distribution of all in-coming emails, internal and external post and documents posted on the Southend Learning Network.
- Maintain an overview of all correspondence sent out to parents and carers: by way of email, texting or letters.
- Managing secretarial and other administrative work to ensure the provision of an efficient and effective service to the school.
- Update of school diary. Liaise with the Media and Communications Manager where appropriate.
- Act as back up for registers and absences.
- Administering first aid where necessary
- Sharing responsibility for care of children who are hurt or unwell, including liaison with other staff and parents.
- Organise First Aid training.
- Liaison and communication with Parent Council.

- Keeping the main office and reception area tidy and clean, including the reprographics room/stock cupboards.
- Ordering and maintaining stock.
- Distribution of stock if required.

Finance

- Processing orders
- Oversee payments and contributions.
- Administration of banner advertising and invoicing.
- Administration, booking and invoicing of lets, including advertising
- Updating Parent Pay with all available payment related products.
- Weekly banking of all cash and cheques received.
- Raising the yearly stock order and ensuring stock is ordered as required.
- Chasing outstanding debts.
- Processing petty cash requests.
- Liaise with Portico finance team where necessary and undertake any relevant training.

Admissions and Pupil Data

- Responsibility for admissions and pupil data on SIMS, class lists and data sheets.
- First point of contact for new admissions.
- Input of pupil data onto SIMS.net and upkeep of pupil records.
- Upkeep of estranged parents' data and circulation of all relevant letters/reports.
- Upkeep of pupil data in SIMS for school records and procedures requested by LA/DfE to include: Census, monitoring forms etc.
- All aspects related to end of year procedures in SIMS.net.
- Liaising with Admissions and overseeing pupil leavers/starters and subsequent ATF/CTF procedures.

PA to Principal

- Liaise with the Principal daily regarding the events of the day and follow up resultant actions.
- Arrange appointments as and when convenient.
- Liaise with the Principal regarding the weekly diary and manage any issues ready for staff perusal.
- Filter telephone calls before passing them to the Principal/SLT if it is deemed necessary.
- Make any telephone calls as requested by the Principal/SLT and follow up any resultant actions.
- Make refreshments for the Principal/SLT and/or visitors as and when reasonably required.
- To draft correspondence, and other documentation as required.
- Send any memos, as required by the Principal/SLT to staff.

- Send any documentation as and when required to Trustees.
- Take minutes when required.
- To assist in dealing with complex enquiries or difficult visitors to the school.
- Respect confidentiality at all times.
- Provide any reminders regarding the daily routine and ensuring that all relevant staff know any important details.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties set out above.

Portico Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

As part of our duty to safeguard pupils, we are required to ask whether you, or the persons you live with, have been disqualified from caring for children.