



### Job Description

<b>Job Title:</b>		Office Manager			
<b>School:</b>		Benfield School			
<b>JE Code:</b>	AA3824	<b>Evaluation:</b>	459 points	<b>Grade:</b>	N5
<b>Date:</b>	November 2021		<b>Status:</b>	Final	
<b>Responsible to:</b>		Business Manager			
<b>Responsible for:</b>		General Office/Reception Admin Staff			
<b>Job purpose:</b>		Manage the operation and delivery of support services within the school.			

### Main responsibilities

1. To be responsible for the planning, development design, organisation and monitoring of support services and whole school systems/procedures/policies.
2. To provide full administrative support to the Head teacher/Senior Management Team and Governing Body.
3. To attend and minute meetings as required.
4. To respond to complex enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action including drafting responses on behalf of the Head teacher, having undertaken appropriate research.
5. To take a lead role in the development and maintenance of records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standards reports, various software and respond to ad hoc queries, where appropriate
6. To collate pupils reports as required.
7. To be responsible for the accurate completing and timely return of statistical data as required e.g. DfE, OFSTED, LA.
8. To manage the school's admission and transfer procedures in accordance with DfE and LA regulations liaising with Head teacher, Schools Admission Officers and other schools.
9. To liaise with staff, pupils and parents as appropriate to meet the requirements of the school including the provision of reception service, arranging events, work experience and administering cover for absent teachers.
10. To co-ordinates the First Aid provision at the school ensuring that staff training is up to date and appropriate reporting procedures are in place.

11. To manage the administrative function including the admin in the school reception, reprographics, records and telephones.
12. Receive and deal appropriately with all incoming electronic communications into the school e-mail account. Use judgement to re-direct them or manage them on behalf of the Head teacher.

### **Financial Administration**

13. To ensure compliance/working towards compliance with the financial management standard in school.
14. To contribute to the monitoring and maintenance of the school budget in a manner consistent with the school's requirement. This will include accounting for expenditure for money in the form of cash, cheques, invoices etc in accordance with Financial Regulations.
15. To ensure that cash and accounting procedures are correctly carried out eg in relation to collection and reconciliation of monies from pupils for school meals etc prior to banking.
16. To arrange lettings in accordance with the agreed policy including the collection and banking of payments.
17. Budget holder for and oversight of general admin office supplies.

### **Marketing and Liaison**

18. Organise, co-ordinate and manage event organisation and hospitality for functions as and when required.
19. To manage links with feeder organisations to ensure that transition arrangements are organised effectively.
20. To liaise with local business for fund raising and joint projects.
21. To help promote the school to parents, partners and local community.

### **Line Management**

22. Line manager for administrative staff encouraging their personal and professional development, appraisal, keeping them informed of development within the school that may reflect upon their working situation.

### **Trust responsibilities**

23. Work to fulfil the vision and values of the trust.
24. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.

25. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
26. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
27. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
28. Participate in appraisal, training and development and other activities that contribute to performance management.
29. Attend and participate in regular team and 1:1 meetings.