



Bladon C of E Primary School

Job Title: Office Manager
Salary scale: Grade 8, Scale Points 18-23
Responsible to: The Headteacher
Contract: 30 Hours per week, term time only

MAIN PURPOSE

The school office manager is responsible for overseeing the daily administration of the school office as set out below. They are also responsible for all administrative, and organisation processes within the school, maintaining confidentiality at all times. They will assist with the planning and development of support services to ensure the smooth running of the school.

CORE REQUIREMENTS OF THE POST

TASKS

Organisation

- Manage office responsibilities
- Contribute to the planning, development and organisation of support service, procedures and policies
- Manage financial administration procedures, including taking the lead role in planning, monitoring and evaluation of budget
- Manage the administration of HR/Payroll system
- Manage facilities, including premises, lettings and associated income, buildings and projects etc
- Oversee Health and Safety monitoring and compliance
- Organisation of school trips and events
- Deal with complex visitor and reception matters
- Oversee school office email and communications
- Manage admissions with the Local Authority

Administration

- Manage manual and computerised records and information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake work processing and complex IT tasks
- Provide personal, administrative and organisational support to the head teacher
- Provide administration support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms and returns, including to outside agencies
- Undertake the administration of HR, recruitment and Health and Safety tasks
- Maintain the Single Central Record and undertake relevant DBS and safeguarding checks

- Monitor and log staff training
- Management and oversight of allergies and medical needs of staff and pupils

Resources

- Operate all relevant equipment and complex IT packages including updating the school website
- Monitor and manage stock
- Manage service contracts, licences, insurance
- Provide advice and guidance to pupils, staff and others
- Assist with marketing and promotion of the school

Responsibilities

- Comply with all policies and procedures relating to child protection, safety and security, confidentiality and data protection
- Work with the Headteacher on staffing and personnel – recruitment, salaries, contracts, confidential staffing, Safeguarding, visitors etc.
- Support equal opportunities for all
- Contribute to the ethos and aims of the school
- Establish constructive relationships with stakeholders
- Attend and participate in regular meetings
- Participate in training and professional development

Experience

- Several years' experience working in an office environment
- Experience of high-level school office work is desirable

Qualifications

- NVQ3 or equivalent is desirable

Knowledge and Skills

- Effective use of IT and specialist resources
- Full working knowledge of relevant policies/codes of practice/legislation
- Ability to work with adults and children
- Ability to work as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to evaluate own learning needs and actively seek learning opportunities

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Headteacher: Vickie Cook

