

Office Manager



CRANHAM
Primary School

Inspiring children for a lifetime of learning



Office Manager



Dear Applicant,

Cranham Primary School have an exciting opportunity for a dedicated professional to join their team as an Office Manager. The role is ideally suited to an experienced school office administrator or an accomplished office manager from another industry seeking a rewarding and developmental position in a school environment

Salary Range: Scale 5, Points 12-17. Actual Salary £25,025 – £27,758 (Annual FTE Salary £27,711 - £30,060, pro rata for part time staff)

Contract: 37 hours a week to be worked across five days. Term time only, plus training days, plus ten working days in school holiday time. Permanent.

Cranham Primary School is a thriving, happy primary school with a strong nurturing ethos where children make strong progress and enjoy a rich curriculum.

We offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff. Our focus is on work-life balance with policies like no work communication outside working hours, a "Time for You" day, and reasonable release time for significant personal events. Additional benefits include protected professional learning time and a clear professional development pathway for every role. We believe that collaboration and our staff wellbeing focus is at the heart of our success.

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, stress management resources, and occupational health services. Other staff benefits include membership of the Local Government Pension Scheme (LGPS) which is a defined benefit plan, meaning your pension is calculated based on your salary and length of service. This ensures a secure and guaranteed income in retirement, unaffected by investment performance. [Find out more about our staff benefits.](#)

The closing date for application is 12pm Friday 17th January 2025. Applications should be made on a Rivers Academy Trust application form, which are available on our website and our school office. Completed application forms should be sent to cranhamoffice@riverscofe.co.uk , FAO Mrs Charlotte Barnett.

Interviews for this post will take place week commencing Monday 20th January 2025.

Shortlisting will take place by Monday 20th January 2025. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted.

We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, schools and Trust. If you have any further queries, or would like to visit our schools, please call the Cranham Primary main office on 01905 452437.

Yours sincerely

Charlotte Barnett

Headteacher

Job Description

The School Office Manager plays a crucial role in creating a professional and welcoming environment for everyone who engages with the school.

The School Office Manager has an integral part within the school staff team. You will play a key role in ensuring that the school follows the correct policies and procedures in a number of areas, including Safeguarding, Health and Safety, financial management and GDPR.

Our People Values:

- **Extraordinary Education, Extraordinary People, Extraordinary Futures** - Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests, enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Accountabilities:

The appointee will work within the school as a member of the Administration Team.

The Headteacher will hold the post holder to account. A Regional School Business Manager will support the role.

Key Purpose:

The School Office Manager plays a vital role in creating a professional, welcoming and supportive environment for everyone who engages with the school. This will include dealing with complex and sensitive correspondence in a timely and appropriate manner.

Principal Contacts:

Pupils, parents, visitors, teachers, other school support staff.

Key Responsibilities:

Operational Leadership:

- Provide leadership, support, training and direct supervision to office staff, ensuring smooth and efficient office operations.
- Address operational concerns within the office team and implement improvements to enhance efficiency.
- Ensure the office team provides accurate, up-to-date data, as required.

- Promote a culture of wellbeing, equality, diversity, and inclusion within the school staff team.
- Complete all required data returns, including child and workforce census.
- Support the SLT to contribute to effective risk management, and policy generation.
- Under the guidance of the Trust DPO, ensure the security of pupil and staff data. Maintaining compliance with GDPR regulations and keep information up to date.
- Assist with data protection queries, handle potential complaints and breaches, respond to Subject Access Requests, and Freedom of Information requests in accordance with Trust policies.
- Ensure that guests to the school appropriately vetted, and aware of Safeguarding, health and safety, and emergency procedures.
- Oversee the maintenance of pupil records, including registration, admission and transfer procedures, and associated statistical analysis for the SLT and other relevant bodies, in order to meet management and statutory requirements.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate adult.
- Establish constructive relationships with other agencies and professionals.

Human Resources:

- Oversee recruitment, onboarding, training, and induction of all school staff, ensuring that Trust procedures are followed.
- Manage employee records and staff MIS, including staff files, Single Central Record, attendance, and training records.
- Ensure compliance with HR policies and procedures.
- Support SLT with accessing advice and support for HR consultancy matters.

Estate Management:

- Work with the SLT to coordinate the planned preventative maintenance of school facilities within the agreed budget and respond quickly and efficiently to unplanned events.
- Coordinate with external providers of repair and maintenance services.
- Ensure compliance with health and safety regulations, maintaining records as appropriate.
- Use school software to support the management of routine tasks.
- Manage the letting of school premises to outside organisations.
- Act as an immediate point of contact and support for site staff.
- Work with the SLT and site team to provide direction and line management to the cleaning team.

Finance:

- Support the SLT to plan, monitor and manage budgets and expenditures.
- Review management accounts and explain variances. Create forecasts as required.
- Complete financial tasks relating to Nursery, including submission of Pre-School funding and invoicing.
- Ensure timely processing of invoices and payments.
- Review payroll reconciliation reports and explain variances.

- Take responsibility for balancing income and expenditure in relation to educational visits and other activities.
- Adhere to the finance policy in relation to purchases and payment of suppliers.
- Manage debt recovery, including monitoring balances, implementing collection strategies, and ensuring compliance with school policies.

Procurement:

- Manage the procurement of school supplies, equipment, and services within the limits of the finance policy.
- Maintain inventory levels and ensure timely replenishment of supplies.
- Support the SLT to monitor the provision of outsourced support services, such as grounds maintenance, and catering providers.

Marketing and Communications:

- Work with the SLT to develop and support marketing strategies for the school.
- Manage internal and external communications, including newsletters, and written and verbal communication with parents.
- Ensure consistent branding and messaging across all communication channels.
- Work with the SLT to ensure our website is well maintained and compliant.

Other

- Undertake such other duties as directed and required from time to time.

The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promoted equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> Levels of English and Maths equivalent to or exceeding GSCE [A-C]. Proven experience as a school office administrator or office management experience in another industry, 	<ul style="list-style-type: none"> Level 4 School Business Manager qualification. Previous experience of working in a school office. Experience of using pupil and staff MIS. Experience of claiming Pre School funding from the Local Authority. Experience of completing payroll reconciliations.
Skills and Knowledge	<ul style="list-style-type: none"> Ability to handle sensitive information with confidentiality. Have effective oral and written communication skills. Ability to liaise effectively with all stakeholders. Have good organisational and time management skills. Competent ICT skills. Able to use specialist ICT packages. Develop their knowledge through the evaluation of their own learning needs. Be able to work independently. Remain calm under pressure and be able to adapt to change quickly. Excellent numeracy and literacy skills. 	<ul style="list-style-type: none"> Knowledge of Employment Law, Health and Safety Law, financial management and procurement processes. Knowledge of local education policies and regulations, including Keeping Children Safe in Education. Strong understanding of GDPR responsibilities and requirements.
Other	<ul style="list-style-type: none"> A willingness to undertake regular training relevant to working in a school setting and training to support your specific administrative role. Promote the Academy's aims positively. Enthusiastic and versatile team player, committed to the ethos of the school. Co-operative, reliable, customer responsive approach with a "can do" attitude. Ability to be resilient in challenging situations 	<ul style="list-style-type: none"> A willingness to undertake the Level 4 School Business Professional qualification.



About Our Trust

As part of the Rivers C of E Trust, the heart of all we do is our school ethos – Extraordinary Education, Extraordinary People, Extraordinary Futures. At the core of this ethos is a belief in nurturing and ensuring positive wellbeing of all our children. Alongside this we have an experienced, dedicated and determined staff team who have consistently high expectations of all children in all aspects of school life.

As a school, we are committed to creating a happy and vibrant community, where everyone feels valued, where students are stretched and supported academically and are given memorable experiences that excite them about learning for life. This is underpinned by our school values.

Our STARS values:

Sharing

Trust

Achievement

Respect

Safety

Cranham Primary School is a 2-form Primary School catering for over 350 pupils aged 3-11 years old. We are dedicated to preparing our children to be active citizens, in an ever-changing world by providing a curriculum based on the United Nations Sustainable Development Goals. Teaching and learning is also supported by the use of technology and 1:1 iPads.

Thank you for your interest in joining Cranham Primary School. If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details below.

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Tel: 01905 452437

Email: cranhamoffice@riverscofe.co.uk

Headteacher: Charlotte Barnett

