



(£41,739 FTE)

## JOB DESCRIPTION

**School:** Iqra VA Primary School

| <b>SECTION A:</b>                                   |  | Reporting to:                                |
|-----------------------------------------------------|--|----------------------------------------------|
| Job Title: Office Manager                           |  | Head Teacher/ Assistant<br>Head Teachers/SBM |
| Grade: Scale 6 (£38,748 FTE) -<br>SO1 (£41,739 FTE) |  | Term time (39 weeks) + 2<br>weeks            |

Ethos for Faith schools: Members of staff are expected to have regard for the Muslim character of the school and it's Foundation, enabling children to benefit from a high quality of education in a distinctly Muslim environment. Members of staff are expected to uphold the Muslim ethos of the school.

**SECTION B:** Responsible for:

## SECTION C: PURPOSE OF POST

- To support the efficient and effective operation of the school's administrative systems and day-to-day office service.
- To provide accurate, timely and confidential administrative support across pupil records, admissions, attendance, general office duties and school activities.
- To act as the lead Medical Welfare Officer and Lead First Aider, overseeing the Medical Room, first-aid provision and coordination of First Aiders across the school.
- To work collaboratively with the Headteacher, School Business Manager, Admin Assistant and wider school team to maintain a safe, welcoming and well-organised school environment.
- Provide first aid, medical support and maintain high levels of attendance and punctuality. Treat and identify and treat minor medical issues. Support running of school office.
- To be responsible for organising and supervising efficient and effective school administrative systems
- To work with other members of the administrative team organising and coordinating the effective day-to-day running of the school office.

## SECTION D: Main duties and Responsibilities

The role of the Office Manager:

- Act as a primary point of contact for parents, pupils, staff, visitors and external callers, responding to enquiries courteously and referring matters to the appropriate colleague when necessary.
- Support the organisation of reception and visitor arrangements and handle telephone enquiries, messages, incoming and outgoing mail, and routine correspondence.
- Undertake word processing, reprographics, filing, record keeping, minute-taking, appointment arrangements and other clerical duties as required.
- Provide administrative and secretarial support to the Headteacher and senior colleagues as directed, including preparing letters, reports, meeting papers and diary or meeting arrangements where required.
- Use the school's ICT systems and Management Information System (MIS) effectively, maintaining accurate records and supporting computer-aided administration.
- Cover for colleagues during absence or peak workloads and undertake other related duties appropriate to the grade and needs of the service.

## **1 Pupil Records, Data & Reporting**

- Update pupil information promptly and accurately to ensure school databases and records remain robust and current.
- Assist with the collection, preparation, analysis and presentation of pupil and school data for senior colleagues and Governors, including attendance information and statutory returns such as the school census, as directed.
- Maintain appropriate pupil records, including medical, allergy and asthma information, and ensure relevant information is communicated to staff on a need-to-know basis.
- Support the secure transfer and maintenance of pupil records, including SIMS/MIS records, for pupils joining, leaving or transferring to secondary school.

## **2 Admissions and Pupil Transitions**

- Lead with Nursery, Reception, in-year and other admissions processes, maintaining accurate records and waiting lists and supporting starters and leavers.
- Support the administration of pupil transfers and liaison with the Local Authority and relevant admissions systems, as required.
- Provide clear, helpful information to parents and carers about administrative aspects of the admissions process and refer decisions or complex queries to the appropriate senior colleague.

## **3 Attendance, Absence and Punctuality**

- Maintain and monitor attendance and absence information and prepare or issue attendance letters and follow-up communications as required.
- Lead on the administration of attendance panels and meetings, including arranging meetings with parents and carers and recording or following up agreed administrative actions.
- Liaise with the Local Authority attendance officer or Education Welfare Officer (EWO), as required.

- Notify parents or carers by telephone, text or other approved means about relevant accidents, incidents, absence or punctuality matters.
- Administer pupil special-leave requests, ensuring requests are passed to the appropriate person for consideration.
- 

#### **4 Medical Welfare, First Aid and Healthcare**

- Act as the lead Medical Welfare Officer and Lead First Aider, overseeing the Medical Room, first-aid provision and coordination of First Aiders across the school.
- Provide medical support and first aid to pupils, staff and visitors in accordance with school policies, procedures, training and competence.
- Ensure First Aiders hold relevant, current training and qualifications in line with school policy and statutory requirements; maintain an accurate register of qualified First Aiders.
- Organise and coordinate medical and first-aid training for staff, including monitoring training and renewal requirements.
- Administer medication, including prescribed medication, in accordance with school policy, parental authorisation and individual healthcare plans.
- Support pupils with pre-existing medical conditions and additional physical needs, ensuring appropriate support arrangements and healthcare plans are in place and followed.
- Ensure Healthcare Plans and Personal Emergency Evacuation Plans (PEEPs) are completed, implemented, reviewed and kept up to date, working with parents/carers, staff and relevant professionals as appropriate.
- Maintain accurate and confidential records of pupil health concerns, medication, medical incidents, accidents and near misses, including the Evolve Accident Book; ensure records and reports are completed and followed up appropriately.
- Communicate relevant health information to appropriate staff on a need-to-know basis, maintaining confidentiality and data protection requirements.
- Liaise with parents/carers, school staff, school nursing teams, emergency services and external agencies as required.
- Coordinate or support school nursing programmes, such as height and weight checks, vision screening and vaccinations, including providing required pupil data and following up consent forms.
- Keep medical, allergy and asthma lists and relevant notices up to date; monitor and report expired items and ensure medical information available to staff is current.
- Manage Medical Room supplies, equipment and stock levels, ensuring resources are available, appropriately maintained and compliant with health and safety requirements.
- Arrange medical appointments and provide related administrative support, including updating the MIS and taking minutes where required.

## **5 School Meals, Trips, Activities and Parent Payments**

- Support the collection, processing and administration of school meal arrangements, including breakfast, lunch and after-school meals.
- Assist parents/carers with free school meal applications and eligibility checks through the Local Authority, as required.
- Support administrative arrangements for school trips and activities, including class lists, transport bookings and preparation of relevant resources such as first-aid kits and communication equipment.
- Assist with arrangements for swimming lessons, after-school clubs, sports day, parents' evenings and other whole-school activities.
- Maintain or support relevant uniform records and parent communications, manage fruit distribution, and administer items on ParentPay such as school trips and achievement awards, as directed.

## **6 Financial and Resource Administration**

- Support in maintaining records relating to collections and payments as directed by the School Business Manager (SBM) and follow the school's financial procedures.
- Support the processing and monitoring of orders, invoices and payments, and ensure records are passed to the appropriate central or finance team for processing.
- Assist with banking and the monitoring or follow-up of monies owed to the school through ParentPay, as directed.
- Support the ordering and monitoring of school supplies and equipment, including medical and first-aid stock, ensuring value for money and compliance with relevant procedures.

## **7 Support to Leadership and Wider Administration**

- Provide confidential administrative support to the Headteacher and senior colleagues as requested, including meeting arrangements, preparation of reports and handling sensitive information appropriately.
- Support the preparation and distribution of agreed school policies and the administration of staff training or continuing professional development (CPD), as directed.
- Support the preparation of statistics, equal-opportunities monitoring and other returns or reports as directed.
- Record parental or other complaints and ensure they are referred promptly and handled in accordance with school and Local Authority policies.

## **8 Health, Safety, Safeguarding and Confidentiality**

- Follow school health and safety procedures and contribute to the safe operation of the Medical Room, first-aid arrangements and school activities.
- Maintain strict confidentiality in relation to pupils, families, staff, medical information, personnel matters and school business; handle records in accordance with data protection requirements.
- Have due regard to safeguarding and promoting the welfare of children and young people and follow all school and Local Authority safeguarding and child-protection policies.

- Implement the school's Equal Opportunities Policy and work to prevent discrimination and promote fair treatment.
- Maintain professional conduct and present a courteous, approachable and positive image of the school to pupils, parents/carers, visitors and colleagues.

### **Data Protection**

- To work with and process personal and sensitive information in accordance with the Data protection Act and the General Data Protection regulations 2018.
- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems ensuring that school is compliant in processing all relevant data.

**This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## **OFFICE MANAGER - PERSON SPECIFICATION**

Please try and match your skills and experience to these criteria when filling out your application form. The selection officer will refer to the Person Specification when they shortlist and interview candidates.

### **Post: Teaching Assistant**

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Experience</b>       | <ul style="list-style-type: none"><li>• Working in a similar capacity</li><li>• Experience of working in multi-disciplinary teams building collaborative relationships with multi-agency partners</li><li>• Strong computer database proficiency including data management and report writing</li><li>• Ability to lead communications systems across a multi-site environment</li></ul>                                                                                 |
| <b>Qualifications</b>   | <ul style="list-style-type: none"><li>• Numeracy and literacy qualification at least GCSE level</li><li>• Participate in development and training opportunities</li><li>• First Aid Trained</li></ul>                                                                                                                                                                                                                                                                    |
| <b>Knowledge/Skills</b> | <ul style="list-style-type: none"><li>• Appropriate knowledge of first aid</li><li>• Competent knowledge and understanding of word, Excel, Power Point, Database reporting systems, email and internet</li><li>• Health &amp; Safety and safeguarding requirements and compliance</li><li>• Ability to multi-task and work to tight deadline</li><li>• Competent use of School systems such as SIMS, ParentPay, SchoolPing</li><li>• High level of IT literacy</li></ul> |
| <b>Safeguarding</b>     | <ul style="list-style-type: none"><li>• Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li></ul>                                                                                                                                                                               |