



Office Manager

JOB DESCRIPTION

Contract:	Permanent, Full time, 52wks/35hrs (part time will be considered)
Salary Range:	SO1/SO2 (depending on experience)
Salary Range:	FTE £40, 404 - £41,637 / £42,912 - £44,235
Start date:	Negotiable

PRIMARY JOB FUNCTION

To manage the school's administrative office and deliver a high-level, efficient, and confidential service to the Headteacher and Senior Leadership Team. This includes responsibility for Finance, Premises, and Personnel, ensuring robust systems are established, maintained, and compliant with statutory and local authority requirements.

To lead on the development and implementation of administrative and financial procedures, oversee premises management including health and safety compliance, and manage all aspects of personnel administration such as recruitment and payroll coordination. To actively promote and support the continuous professional development of administrative staff, fostering a culture of efficiency and service excellence.

DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE:

1. Maintain efficient office systems within the school's admin office, including manual and computerised information retrieval systems.
2. Draft and type correspondence, reports and other documents for the Headteacher/ DHT.
3. To organise supply cover as appropriate, ensuring rooms are adequately covered.
4. To embed effective communication across the school, ensuring strategies are in place to inform parents /staff in a timely and appropriate way.
5. Take notes of meetings when required and distribute to relevant people.
6. Administer school's admissions procedures for the nursery, by giving advice to parents and members of the public on admission criteria, allocate places effectively and in line with LBI policies.
7. Ensure the schools policy schedule is kept up to date. Ensuring senior leaders update relevant policies as and when required and upload on to the shared network.
8. Update and review financial, premises and HR related policies.

PUPIL DATA:

1. Be responsible for all statutory data returns such as collection returns CENSUS, roll figures, absence returns and ensure statutory forms completed and returned by deadline.
2. Manage pupil data on SIMS by ensuring that all required pupil data is up to date and accurate i.e. starters/leavers, FSM figures, ethnicity codes, SEN status and issue UPNs.
3. Ensure all contracts for children are maintained in accordance with LA policy and procedures.
4. Maintain the nursery pupil contract information database.
5. Ensure all pupils have up to date contracts and adjust each term according to their birthday and in line with the LA admission policy.
6. Administer procedures relating to pupils transferring or leaving the school.

FINANCE AND PROCUREMENT:

1. To be responsible for maintaining the financial systems and procedures in accordance with LA policies and procedures.
2. To undertake responsibility for and use of the school's I.T. finance systems (FMS6, excel etc) to keep financial records.
3. To maintain effective control of all areas of the school's delegated budget.
4. In conjunction with the Headteacher and School Finance Officer, to undertake an annual budget planning exercise for the dissemination of the school's budget allocation, in line with the school improvement plan, for the approval of the governors.
5. To ensure adequate auditable systems are in place for the ordering of goods and supplies, and for the processing and payment of invoices.
6. Pay invoices and enter weekly financial data on FMS ahead of monthly monitoring visit from School Finance Team.
7. To manage the administration of VAT returns on a quarterly basis.
8. To oversee the compilation and maintenance of the school equipment inventory.
9. To maintain School Fund account and prepare end of year data ready for external audit.
10. Manage the fee collection spreadsheet, including recording BACS and childcare voucher payments.
11. Chase outstanding fee debts.
12. In line with the LA admission policy and charges, draw up pupil contracts highlighting their weekly fee charges.

13. Provide the School Finance Team with necessary financial data/support. Monthly budget monitoring will be carried out by School Finance.

PERSONNEL:

1. To manage advertising of vacancies and be responsible for the recruitment process and ensure all associated administration is carried out.
2. Complete monthly payroll returns with support from Headteacher.
3. Complete necessary pay forms for salary information – starter / leaver and variation, process salary information and send to HR/Payroll.
4. Check payroll reports and ensuring all pay costs are appropriate and budget areas are correctly charged alongside Headteacher.
5. Maintain sickness management procedures, by monitoring sick leave, identify sick management issues alongside the Headteacher.
6. Maintain computerised personnel records, ensuring accurate records of staff details, including type of contract, pay etc, and recording ethnic monitoring information.
7. Record A/L and time owing on staff cards and wall chart.
8. Ensure the DBS renewal and Single Central Record databases are kept up to date.
9. Ensure the school Asset Management register is up to date.
10. Ensure the school Staff Development training records are up to date.

PREMISES:

1. To take an overview of Premises Management at the school, supervising the requisition of repairs, obtaining of quotations and liaising with contractors
2. To prepare and maintain a health and safety policy and supervise the implementations of the policy ensuring that the school complies with relevant legislation.
3. Test fire alarm weekly with Premises Manager.
4. To take responsibility for ensuring all premises related statutory checks are carried out in a timely manner and relevant information is recorded on the Asset Management System – Concerto, as necessary. Paper copies to be kept in the main Premises folder.
5. Ensure compliance with the school's fire/emergency evacuation plans, lockdown procedures, health and safety and first aid policies.
6. Ensure all records relating to the building and health and safety are regularly reviewed and updated, including Health and Safety meeting reports.
7. Carry out weekly/monthly fire and emergency lighting routine checks.

Information and Communication Technology

1. To manage the school's administration network and identify enhancements required.
2. In conjunction with Schools ICT to implement all upgrades to the administration network and ensure backup for data
3. To ensure that all staff have access to adequate training.
4. To be responsible for system security, including setting up of new users, issuing passwords, monitoring of passwords, taking leavers off email and the system and virus protection.
5. To keep abreast of Data Protection legislation and develop policy and procedures to ensure the school operates within Data protection code.
6. To maintain and monitor the school's website and internal TV.

Other Duties:

1. Support the administrative team with workload during peak times.
2. Support with school events.
3. Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training.
4. Commensurate with the level of the post holder and under the direction of a member of the SLT, undertake such other tasks that may be required to further the efficiency of the school.
5. Ensure a general duty of care in accordance with the Health and Safety Policy and legislation.
6. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
7. To promote the safeguarding of children.

PERFORMANCE STANDARDS

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Reporting to: Diana Valcheva – Headteacher

Signed ----- Date -----



PERSON SPECIFICATION

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REQUIREMENTS		CRITERIA
EDUCATION AND EXPERIENCE SKILLS, KNOWLEDGE AND ABILITIES	E1.	Two years administrative experience at a senior level.
	E2.	Ability to acquire a working knowledge of the schools accounting procedures and the ability to complete basic statistical returns.
	E3.	Ability to carry out general office skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc.
	E4.	Ability to communicate effectively in writing, on the telephone and face to face • draft correspondence independently. • write and communicate verbally clearly and concisely.
	E5.	Ability to build and maintain an effective working relationship with a wide variety of people.
	E6.	Diplomatic approach in dealing with difficult situations.
	E7.	Ability to prioritise to ensure that deadlines are met, whilst working under pressure.
	E8.	Ability to work on own initiative and contribute ideas to the improvement of admin services at the school.
	E9.	Ability to maintain strict confidentiality in all matters.
		Ability to use computer systems to an advanced level, including Excel.
	E10.	Commitment and willingness to meet the needs of the ethos and flexible working arrangement of the school.
	E11.	Ability to deliver services to customers meeting the school's standard for customer care in line with the contract with Islington Council.
	E12.	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
	E13.	A commitment to deliver services with the framework of the school's equal opportunities policy.
	E14.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

SAFEGUARDING:

Kate Greenaway Nursery School complies fully with the DfE Guidance Keeping Children Safe in Education and is committed to safeguarding and promoting the welfare of children. The post holder is expected to share this commitment and comply with all associated internal policies and procedures.

An enhanced DBS check is required for all successful applicants. This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare anything that may disqualify them.

In line with KCSIE 2025 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work in an early education setting. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.