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**JOB DESCRIPTION**

**Office Manager**

**Job Description for:** Office Manager

**Salary Level:** Grade 4

**Responsible To:** Headteacher

**Base School:** Limbrick Wood Primary School

**Job Purpose**

To run an effective, efficient and comprehensive administration office with the direction of the Headteacher. This will include, but not limited to, Finance, Reprographics, First Aid and General Admin including events.

To regularly review and define current procedures and ensure the integrity and suitability of data to produce management information.

To provide PA support to SLT and co-ordinate the School Diary.

**General Duties**

* Adhere to school policies and procedures as set out in the Staff Handbook or other documentation available to all staff.
* Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.
* Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
* Undertake typing and word-processing on an ad hoc basis.
* Provide secretarial and administrative support to SLT and other staff.
* Ensure that the admin hub is running efficiently and tasks are delegated appropriately
* Ensure timely preparation for meetings by maintaining the diary and being aware of forthcoming events in the school calendar.
* Process and proof-read work for the Leadership Team by appropriate use of computerised and other office equipment. Work will include, but not be limited to, confidential letters, references, reports, job descriptions, returns to local authority and other external agencies. This is to include original writing, as required.
* Liaise with other administrators in the school to ensure the timely and accurate completion of the annual school census and other records.
* Support school staff in school related matters, as required from time to time, including word processing, assisting with reports and assessment, clerical work associated with examinations, photocopying and collating papers etc.
* Support in the administration of major school events and support the school with the administration of school trips.
* Manage stock and school supplies, initiating requisitions for items of stationery and ensuring that any stock is kept securely and used appropriately.
* Undertake duties as reasonably requested by the Leadership Team.

**Specific Responsibilities**

**Finance Duties**

* Recording Petty Cash transactions and completing reconciliations
* Support with trip finances/administration including financial reconciliation
* Receipting, recording, banking and reconciling of income
* Credit Card reconciliations
* Maintain sales ledger, including generating sales invoicing and chasing debts
* Work within the MAT’s financial procedures, liaising with the relevant stakeholders and maintaining financial controls and monitoring procedures that meet the requirements of the Governors, the Executive Headteacher, the Head of Finance, the Education and Skills Funding Agency, as well as the need of the school and its staff.
* Maintain the confidentiality of information and the security of office systems, records, files and equipment

**Other Responsibilities**

* Ensure that Student files are kept up to date and maintained securely and in line with GDPR.
* Arrange cover/supply
* Process staff absences for sickness

All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School’s Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate GDRP guidelines.

On appointment or review, the post-holder should sign below to indicate acceptance of, and agreement with, this job description.

Signed: ………………………………………

Print Name: ………………………………………

Date: ………………………………………