**JOB DESCRIPTION**

**Post title: Office Manager Grade 3**

**Academy: Linby-cum-Papplewick CofE Primary School**

**Working time: 32.5 hours per week, 41 weeks per annum**

**Pay range: £23,500 pro rata**

**Reporting to: Headteachers**

**Supervisory responsibilities: None**

**Main Purpose of the job:**

The provision of varied clerical, administrative and financial support to the school

**Key Responsibilities:**

* To work to defined standard business processes in performing a wide and varied administrative tasks having due regard to confidentiality and safeguarding.
* To manage information relating to finance, student or staffing information or any other service requirement.
* To undertake a range of financial management processes including processing orders, resolving issues handling cash.
* To develop basic systems and processes to meet operational needs and to ensure the high quality of information held.
* Complete the school census
* To be responsible for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters.
* To provide advice, guidance and support to other administrative staff as required.

**Supporting Information**

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

This job description is current at the date below and does not form part of your contract of employment. This may be amended as the need arises to reflect or anticipate changes to the role/duties following consultation with the post holder.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Teacher/Principal Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**