



## Making People Successful

Job Title	School Office Manager
Grade/Salary Range	RG5
Hours of Work	37 hours per week Term Time Only & 1 Week

### Supporting The School's Visions & Values

As a member of staff at Manor Primary School the post holder is required to:

1. consistently conduct their role in order that the school's vision of Making People Successful is achieved for all children and adults within the school
2. continually contribute to the school's success through its vision statement and modelled behaviour towards anyone in the school
3. safeguard all children by ensuring the school's policies on Safeguarding, Health & Safety, confidentiality and data protection are rigorously implemented and promoted at all times
4. ensure that all visitors to the school are welcomed in a positive manner and that the safeguarding ethos of Manor Primary School is upheld at all times.
5. be an excellent role model to children in the school
6. promote a culture of inclusion within the school community where all views are valued and taken into account

### Statutory Responsibilities of the Role

This role has no statutory responsibilities but is expected to understand the importance of teaching staff who are required to work within the "Ofsted: The Framework for School Inspection"

### Designation of Post with School

- The post holder is directly accountable to the School Business Manager
- The post holder has the direct responsibility for the delivery of specific tasks to ensure the smooth running of administrative services to the whole school community
- The post holder is required to contribute to the ongoing development and delivery of administrative services
- The post holder is accountable for the full management of the School Administrator roles – including any staff within the school who have additional administration duties
- The post holder is accountable for the full management of the Breakfast Club and the Walking Bus and associated roles

## Main Purpose of Role

The School Office Manager is responsible for:

### PA Services

Delivering robust support to the Headteacher including:

- a) diary management
- b) message taking
- c) liaising with internal and external departments on behalf of Headteacher
- d) preparing recruitment information and interview packs for Headteacher
- e) managing meeting process from agenda creation to minute taking
- f) dealing with all matters in respect of leadership team training – booking, arranging travel, ensuring staff kept updated
- g) working with the School Business Manager and Headteacher in confidential staffing matters

### Office Administration

Working alongside School Administrator to deliver robust administration services to the school community

- a) creating, preparing and distributing internal and external correspondence
- b) investigating and ordering office equipment and resources, ensuring best value is achieved at all times
- c) workload allocation and management of School Administrator
- d) providing advice and guidance to staff and others on complex issues – ensuring School Business Manager and Headteacher are made aware of any key issues
- e) Undertaking research and obtaining information to inform decisions on behalf of School Business Manager or Headteacher or where appropriate the Governing Body
- f) Handling and reconciling all income and stock from sales to parents/carers/visitors to the school
- g) Ensuring the school retains accurate records of parental permission for media and photographic activities
- h) Dealing with and responding to a variety of contact from pupils, staff and visitors including direct, telephone and written/e-mail correspondence and ensure clear, precise and accurate information is given
- i) Preparing and completing all HR paperwork on behalf of new starters, leavers, absence returns or changes of circumstances and recording appropriately liaising with HR provider to ensure completion and maintaining records where required

### Nursery Places & Pupil Transitions

- a) Liaising with the Local Authority In respect of places, to ensure accurate records of waiting lists for places within the school along with records of those transitioning in both primary and into secondary/academy settings are maintained and on-track

### Line Management

- a) maintaining full responsibility for line management, supervision, development and appraisal of the School Administrator
- b) assisting School Business Manager in the recruitment of administrative or support staff

### Free School Meals

- a) Promoting and encouraging the receipt of free school meal entitlement
- b) Ensuring the school maximises uptake, this may include holding challenging conversations with parents/carers who may not be claiming their entitlement
- c) Checking and authorising all applications and where applicable accessing on-line approval checking systems

### Breakfast Club

- a) Work with Breakfast Assistants in ensuring they complete systematic stock checks
- b) Review suggested stock levels and place orders to maintain stock levels

### Walking Bus

- a) Ensuring the daily walking bus is organised and resourced to allow children arrive at school on time

### Health and Safety

Ensuring the school's regulatory and legislative requirements for Health and Safety are maintained. This includes:

- a) administering first aid, overseeing medical plans and acting on behalf of school with all health professionals ensuring pupil interests are paramount at all times
- b) dealing with pupil welfare, RIDDOR reports, specialist treatments for pupils (diabetic check, insulin injections etc.), liaison with parents where children are unwell
- c) maintaining a fully stocked first aid kit
- d) ensuring awareness of up to date first aid procedures, undertaking training as required

### Data & Management Information

Assisting in the development and ongoing maintenance of a variety of IT and manual pupil and staff record systems, including but not exclusive to maintaining:

- a) managing school record databases, to ensure continued accuracy including:
  - a) maintain all pupil records accurately
  - b) administration of all pupil transfers
  - c) input and maintenance of curriculum data
  - d) creating and extracting reports as required
  - e) delivering accurate data transfers as required to DfE or Local Authority or any other educational body
  - f) generating weekly registers for classes and inputting received
  - g) maintain the Single Central Record and conduct termly review with representative of the Governing Body and Headteacher and School Business Manager to ensure accurate and up-to-date records are maintained
- b) managing the school's SIMS database, including:
  - a) dealing with data entry
  - b) system upgrades
  - c) liaison with internal and external agencies
  - d) conducting a daily back up of the SIMS system

### Data & Management Information - Attendance Records

- c) ensuring the school's attendance information is fully accurate, creating weekly registers and generation of reports for Headteacher or as required
- d) Liaising with the Educational Welfare Officer in respect of any pupil's where attendance is of concern

### Data & Management Information – School & Workforce Census Record

- e) Delivering accurate school census records within deadlines agreed – generating management information for Headteacher and School Business Manager.
- f) Working with the School Business Manager in the delivery of the legislative requirement to deliver an annual workforce census

### School Website

- a) Ensuring the school website remains up-to-date and relevant to the life of the school – inputting new updates within a timely manner
- b) Encouraging the community to use the website and contribute ideas to develop the communication strategy of the school

### Archiving

- a) being fully responsible for the retention and archiving of school records in whatever format required (paper, electronic, cloud) and create a retrieval system which is shared with others for their awareness

### School Trips – Outdoor, Residential or Extended School Day Events

Leading the organisation of all school trips, this includes:

- a) ensuring teaching staff complete appropriate risk assessment paperwork
- b) ensuring staff escorting pupils are fully briefed on any medical or special needs
- c) ensuring all parental authorisation is received and logged prior to event/trip
- d) ensuring first aid kit is appropriate for activity and fully stocked

## Gateway Criteria

In order to progress through the Gateway the School Office Manager must be able to demonstrate the following abilities:

- a) Data and Management Information –
  - a. to provide detailed analysis and evaluation of data without significant input from others
  - b. completion of complex paperwork and delivery of data returns within timescale
- b) Lead in the documenting and reviewing of admin procedures as well as managing their implementation
- c) covering partial tasks in the absence of the School Business Manager – taking on appropriate duties
- d) Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- e) Manage complex administrative procedures
- f) Ability to approve free school meal applications

## Person Specification

### Specific Requirements

- This post is subject to an Enhanced DBS Check within the legislative framework of the Disclosure and Barring Service
- The post is subject to completing Level Two of Health and Safety responsibilities for Manor Primary School
- The post is also subject to attend any identified training to further their development and the development of Manor Primary School

### Qualifications and Experience

- Good general standard of education – GCSE English and Mathematics (or recognised equivalent)
- NVQ Level 4 desirable but not essential – the post holder will be expected to achieve this if not held
- Previous office based administrative or customer service experience at a senior level
- Previous experience of working with MS Office packages (word, excel, outlook)
- Previous experience of working with SIMS is desirable but not essential

### Required Skills & Abilities

- Ability to self-evaluate learning needs and actively seek learning opportunities
- High Standard of demonstrable interpersonal and communication skills – including ability to handle challenging situations
- High standard of communication skills leading to the development of positive relationships with external partners and agencies
- Understand the rules of strict confidentiality and safeguarding practices of Manor Primary School
- Ability to work under pressure and set and meet pre-determined deadline where they may change at short notice
- Ability to lead, organise, develop and motivate staff
- Ability to understand and advise others on school policies and codes of practice
- To be flexible and adaptable to the wide range of duties undertaken
- Able to produce accurate and well-presented work
- Willingness to undertake training and learn new systems
- Ability to deal appropriately with potentially distressed and/or aggressive parents or visitors in person or over the telephone
- Able to input and retrieve data accurately as required from a variety of manual and IT systems
- Ability to work as part of a team and on own initiative with high levels of accuracy with minimal supervision
- Ability to resolve discrepancies without disruption to service
- Able to record and present standard numerical information. Able to check and interpret this information (to the level of recognising if it is inaccurate by being able to carry out basic checks and balances)

- Able to recognise and deal appropriately with non-standard enquiries from clients or members of the public on the phone and able to identify emergency situations that need immediate response.

## Agreement

This Job Description is not your Contract of employment or any part of it. It is prepared for the purposes of school organisation and may change either as your Contract changes or as the school organisation is changed. All changes will include a consultation period. This document must not be altered once it has been signed but it will be reviewed annually by the Governing Body.

Signed - Post Holder	
Date	

Signed - Headteacher	
Date	