

Norman Street Primary School, Carlisle



**Application pack for
Office Manager**



Norman Street Primary School

..... aspiring to be a community of lifelong learners, who inspire and empower others.

**Norman Street
Carlisle
CA1 2BQ**

Telephone: 01228 210168

Email: office@normanst.cumbria.sch.uk

***Acting Headteacher: Mrs K Hodges, BEd (Hons)
Chair of Governors: Rev K Teasdale***

June 2022

Dear Candidate

An opportunity has arisen to join a very experienced and dedicated team of support and teaching staff as school Office Manager.

We welcome applications from anyone who feels they can meet the requirements of the enclosed Job Description and who will enjoy working in a busy school environment.

Before applying, please have a look at our website www.normanst.cumbria.sch.uk which I hope will give you a taste of the ethos and atmosphere of the school.

I look forward to receiving your application.

Yours faithfully

Mrs K Hodges
Acting Headteacher



Norman Street Primary School, Carlisle

A co-educational primary school for boys and girls of all abilities, aged 4 to 11 years

Roll: 336

Ofsted: Good

Office Manager

NJC Scale 9 Points 23-24 - £28,226 - £29,174

Full Time / Full Year - 35 hours per week

To start September 2022

We are seeking to appoint a proactive and committed person to join our busy support team in this key role from September 2022. You will be able to work on your own initiative, with a high degree of accuracy, professionalism and confidentiality and be a highly competent ICT user, including the use of Microsoft Office. You will have excellent communication and people skills and the ability to relate well to adults and children. Experience of working in a school environment is desirable, but not essential.

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.

Deadline for all applications: 9am, Monday 4th July

Should you wish to visit the school, please call us to arrange an appointment.

Interviews will be held week commencing 11th July

Application forms and a full application pack, including Job Description & Person Specification can be downloaded from our website www.normanst.cumbria.sch.uk or a copy requested from the School Office office@normanst.cumbria.sch.uk

Norman Street Primary School
Job Description for Office Manager

Job title:	Office Manager
Salary:	NJC Scale 9 Points 23-24 - £28,226 - £29,174
Hours:	Full Time - 35 hours/week
Contract type:	Permanent
Reporting to:	Headteacher

Main purpose

The school Office Manager is responsible for overseeing the daily administration of the school office, including line managing administrative staff. They are also responsible for all administrative, financial and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

Duties and responsibilities

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems.
- Contribute towards the planning, development and organisation of support service systems, procedures and policies.
- Assist in the organisation of school trips in co-operation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school.

Leadership

- Line manage all administrative staff, including reviewing staff performance and carrying out appraisals.
- Train and develop administrative staff as appropriate.
- Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally.
- Develop an office team that delivers and meets the needs of the school.
- Take all decisions in line with the vision and values of the school, and encourage others to do the same.

Administration

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Provide personal, administrative and organisational support to other staff and the Governing Body as required.
- Oversee and organise the management of admissions procedures in line with Cumbria County Council, and allocate spaces accordingly in line with the school's admissions policy.
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it is ready to use at all times, resolving any issues as necessary.
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff members as necessary.

- Manage and organise completed forms from parents.
- Organise and distribute incoming and outgoing post.
- Manage the induction process for new staff.
- Book training courses for staff.

Resource management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes.
- Oversee and operate relevant equipment and IT packages (eg. the school's MIS system).
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- Assist with procurement and securing sponsorship/funding.
- Assist with marketing and promoting the school including the school's website.
- Manage financial administration procedures and maintain appropriate records to satisfy audits.
- Assist with the planning, monitoring and evaluation of the school's budget.
- Manage office expenditure with an agreed budget.
- Manage service contracts.
- Assist with the organisation of premises repairs under the direction of the Site Manager.
- Manage school licences and insurances.
- Ensure the office is kept tidy, organised and in good order at all times.

Compliance

- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support the Data Protection Officer (DPO) with ensuring data protection compliance and help the school community understand how to comply with data protection law.
- Maintain school policies, ensuring they are reviewed and published in a timely manner.

The school Office Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school Office Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Norman Street Primary School
Person Specification for Office Manager

	Minimum Essential Requirements	Essential / Desirable
1	Qualifications and Training	
	➤ GCSE or equivalent passes in English and mathematics.	Essential
2	Experience	
	➤ Working in a school or an office environment at senior level.	Essential
	➤ Proven experience in office administration and management tasks.	Essential
	➤ Use of SAGE accountancy software	Desirable
	➤ Managing staff.	Essential
	➤ Developing, managing and operating clerical/administrative and organisational systems.	Essential
3	Skills and Personal Qualities	
	➤ Attention to detail.	Essential
	➤ Excellent communication and interpersonal skills.	Essential
	➤ A flexible approach to the demands of working in a busy environment.	Essential
	➤ Ability to communicate a vision and inspire others.	Essential
	➤ Ability to build effective working relationships with other staff and outside agencies.	Essential
	➤ A self-starter with the ability to manage own time effectively.	Essential
	➤ Ability to adhere to working procedures and policies within the school environment.	Essential
	➤ Ability to operate as part of a team or individually as required.	Essential
	➤ Ability to work under pressure and prioritise effectively.	Essential
	➤ Commitment to maintaining confidentiality at all times.	Essential
	➤ Empathy to safeguarding and equality.	Essential
	➤ Good ICT skills.	Essential
	➤ Patient, adaptable, meticulous and conscientious.	Essential
	➤ Resilience and a sense of humor!	Essential
	➤ Deals with difficult situations effectively.	Essential

**Norman Street Primary School
School Vision**

Norman Street Primary:

- Is at the heart of the community, encouraging high aspirations for all.
- Provides high quality education to facilitate independent and collaborative learning in a safe environment.
- Creates wider opportunities and broader experiences to enable the development of self-awareness and understanding of our impact on the wider world.

