NORTHGATE
High School

Office Manager Job Description



Job Title: Office Manager

Responsible to: Principal Finance Officer

Grade: 4

Role purpose: The postholder will manage the administrative functions undertaken by the Office to help facilitate the smooth and efficient running of the school.

Roles and Responsibilities:

Staffing

1. Co-ordinate and supervise the work of the Office Team and have a general oversight of other Support Staff when requested.
2. Set work priorities, allocate duties and ensure that duties are undertaken to the required standard. Resolve any difficulties as they arise.
3. Identify any training needs and organise training as appropriate.
4. Assist the Principal Finance Officer in the recruitment, selection and appointment of Office and other Admin Staff.
5. Organise staff cover for the school holidays within your team.
6. Ensure that admin tasks are reallocated in the event of staff absence.

Office Management and Administration

1. Undertake HR administration, maintain the Single Central Record and undertake DBS checks.
2. Ensure the recruitment process for all support staff is completed efficiently, with all relevant systems updated and required documentation processed in a timely manner.
3. Have an overview of the personnel and administrative processes undertaken in the Office.
4. Ensure that electronic correspondence is stored systematically and linked to student records as appropriate.
5. Manage the school communication system.
6. Oversee the ordering of office supplies, materials and services ensuring that stock levels are maintained.
7. Ensure that staff training is booked as required.
8. Participate in relevant Working Groups and take minutes as needed.
9. Keep a supply of second hand uniform for loan or donation in appropriate cases.
10. Oversee the administration relating to the school minibus and book servicing as required.
11. Assist in the preparation for and take part in school events as required (e.g. Open Evenings, Parents Evenings and other events).
12. Authorise time sheets and ensure the timely completion and submission of staffing returns to payroll.
13. Answer telephone enquiries and respond to personal enquiries as required.

Health and Safety

1. Ensure that sick and injured students and staff are attended to and appropriate arrangements are made.
2. Ensure completion of accident reports and notify the County Council of more serious accidents/incidents.
3. Ensure compliance with Health and Safety legislation and adhere to all school policies and procedures, including Safeguarding, Data Protection and E-Safety.

Miscellaneous

The postholder is required to develop and maintain systems to support the efficient running of the school and minimise the administration burden on Teaching and Support staff.

The postholder will be expected to have a good knowledge of the schools policies and procedures, and take the initiative.

The postholder is expected to recognise variations from accepted patterns, missing documentation and other unusual aspects and bring them to the attention of the Principal Finance Officer.

This Job Description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

November 2026