

Job Description

School	Primary School
Job Title	Office Manager
Grade	C3
Conditions Of service	NJC
Responsible To	School Business Manager
Responsible For	Admin Assistant (in the absence of the Business Manager)

Special Conditions: This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: Manage and develop an effective administrative system for the service. The planning, development and monitoring of support services and the management of the administrative team.

Responsibilities

Take a lead role in the planning, development, design, organisation and monitoring of support systems and procedures.

Line management responsibilities (in the absence of the School Business Manager) including the direction of, co-ordination and/or training and development of the administration team.

Assist with the procurement of supplies & services, being aware of Best Value when processing orders

Follow financial administration procedures by adhering to the Financial Regulations for Schools and the Schools Contract Procedures Rules

Assist with the compilation of data needed for budget setting

Process & reconcile purchasing card transactions with the bank statements

To organise the administration of school trips

Take a lead role in the marketing and promoting the service

Review of and development of marketing and promotions documents

Develop good working relationships with outside agencies and stakeholders

Liaise with the Head Teacher & School Business Manager regarding school admissions

Liaise between managers and administration staff to ensure the effective delivery of the administrative function

To deal with confidential information some of which may be seen as distressing.

Attend regular team meetings with administration team

Take lead role in the development and maintenance of recording and information systems

Present a positive personal image, contributing to a welcoming environment

Provide an excellent customer service to colleagues, customers, and visitors

Produce and respond to complex correspondence

Provide organisational and complex advisory support to other staff.

Manage complex administrative procedures

Be responsible for completion and submission of forms, returns etc., including those to outside agencies

Take a lead role in the pre-interview recruitment process

Managing the school inventory list / asset register

Assisting the Attendance Officer with managing daily attendance and deputising in their absence

Be responsible for the selection and management of resources and regular audit of resources

Assist with the induction and training of administration staff

Undertake research and obtain information to inform decisions

Be aware of, comply with and assist with the development of policies and procedures E.G, health, safety and security, confidentiality, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Be aware of and support difference and ensure equal opportunities for all

Contribute to the overall ethos/work/aims of the school

Participate in training and other learning activities and performance development as required

Attend all appropriate meetings as required

The duties outlined are not meant an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications: Qualifications demonstrating ability in numeracy and literacy and NVQ Level 3 or equivalent would be desirable.

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to communicate effectively with a wide range of people including sensitive and complex information

Able to establish and maintain accurate records using both manual and electronic systems

Able to accurately enter/retrieve data information from information systems

Able to contribute to the improvement of the service including processes and procedures

Able to prioritise own and team's work to meet conflicting deadlines

Able to produce and present reports and data

Knowledge Required

Of general office procedures and practice

Of relevant financial regulations to carry out financial transactions

Experience Required

Of working within a school office environment

Of dealing with more complex queries from a wide range of people

Of working in partnership with others to deliver work to set deadlines

Of providing customer focussed services

Of participating in teams and using own initiative

In the use of the Microsoft/Google packages and MIS systems

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is desirable that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required

N/A

Knowledge Required

NVQ Level 3 or equivalent

Experience Required

Of extracting and analysing data from information databases

Of managing and developing a team

Experience of working in a school environment

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name: Emma Frost

Designation: Headteacher

Date: September 2026

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Name **Lawrence Randles**

Unite the Union Resourcing Team Representative

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