



Queen's Drive Infant School

Job Description



Job Title:	Office Manager
Grade:	Grade 8
Pay:	£29,020 - £31,522 Prorated salary (£32,601 - £35,412 FTE) Pay award pending
Hours:	37.5 hours per week 8.15 to 4.15 Monday to Friday with ½ hour unpair lunchbreak Term time plus 10 days (200 days per year)
Purpose of Post:	To lead and manage the school office, ensuring the efficient delivery of all administrative, attendance, admissions, communication, HR and compliance functions. The School Office Manager will provide operational leadership for the administrative team, site staff and cleaners, ensuring that school systems, records and statutory requirements are maintained to a high standard in support of the school's vision and strategic priorities.

Main Duties and Responsibilities

School Administration

- Oversee the day-to-day operation of the school office and reception area.
- Ensure accurate maintenance of pupil and staff records in line with GDPR requirements.
- Coordinate school communications including correspondence, newsletters, parent messaging systems, website updates and social media content as required.
- Ensure timely completion and submission of Department for Education, Local Authority and other statutory returns.
- Maintain the Single Central Record in line with statutory guidance
- Provide administrative support to the Headteacher and leadership team.

Management

- Manage and develop the administrative team, ensuring high-quality office systems and customer service.
- Provide line management and support for office staff, including performance management, induction and training.
- Manage the work of the site team and cleaners, ensuring effective deployment and high standards of cleanliness, safety and security.

- Contribute to the strategic and operational leadership of the school as part of the wider leadership team.
- Develop, review and improve administrative systems and procedures to ensure efficiency and compliance.

Attendance and Admissions

- Oversee attendance recording and monitoring systems.
- Produce attendance reports and support leaders in implementing attendance procedures.
- Manage pupil admissions and leavers processes, including liaising with parents and the Local Authority.
- Maintain accurate pupil databases and records.

Compliance, Premises and Health & Safety

- Maintain building compliance records and statutory maintenance logs.
- Ensure records relating to fire safety, asbestos, legionella, risk assessments, inspections and servicing are up to date.
- Liaise with contractors and external agencies regarding site works and maintenance.
- Monitor and report premises issues, ensuring timely resolution.
- Support the school's health and safety responsibilities through effective record keeping and monitoring.

Medicines and Medical Administration

- Oversee the management and storage of medicines in school.
- Ensure medical records, care plans and medication logs are maintained accurately.
- Monitor compliance with the school's medical needs policy.
- Ensure staff receive appropriate information and training where necessary.

Human Resources and Finance Oversight

- Provide line management and professional support to the Finance and HR Manager.
- Monitor the effectiveness of HR and financial administration, ensuring statutory and school requirements are met and staff personnel records and absence records are being maintained accurately and securely.
- Oversee recruitment processes, ensuring safer recruitment procedures, pre-employment checks and record keeping are completed in line with school policies and statutory guidance.
- Liaise with the Headteacher regarding staffing administration and workforce planning matters.

General

- Maintain confidentiality at all times.
- Promote safeguarding and the welfare of children and young people.

- Comply with school policies and procedures, including health and safety requirements.
- Undertake any other duties commensurate with the grade of the post as reasonably directed by the Headteacher.