

## JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: Education & Community
Post Reference No:	Location: Kennet Federation
Job Title: Office Manager	Grade/Salary Range: RG5m scp 22-28 (Gateway after scp 25) Evaluated: June 2026 (M1552)

### JOB PURPOSE

Under the guidance of senior staff, to be responsible for undertaking administrative, organisational and communication processes within the school. To support the planning and development of school services, including marketing, attendance monitoring, website management and stakeholder engagement, whilst proactively identifying opportunities to improve systems, processes and the promotion of the school.

### DESIGNATION OF POST AND POSITION WITHIN THE SCHOOL STRUCTURE

Reports to:  
 Executive Headteacher  
 Head of Operations

Line Management Responsibility: Office Administrators

### MAIN DUTIES AND RESPONSIBILITIES

#### Organisational

- To take a lead role in improving and developing robust administrative procedures and systems
- To line manage office staff
- Dealing with and responding to a variety of contact from pupils, staff and visitors including direct, telephone and written/e mail correspondence. Ensuring that clear, precise and accurate information is given.
- Handling complex enquiries from parents and other stakeholders
- To oversee the day to day running of the School Office and to ensure all administrative policies and procedures are adhered to
- To provide secretarial and administrative support to the Executive Headteacher, Head of School and wider SLT
- To manage the school's main Outlook Calendar and school diary
- To support the Head of Operations in the introduction of cost saving measures and the administrative/business function of the school
- To produce termly planners; overseeing the admin team workload accordingly
- To identify training needs of office staff and provide opportunities for this training, in liaison with the Head of Operations
- To be the Office IT System Manager, ensuring necessary software updates are installed in a timely fashion
- Organise and chair regular Office Team meetings
- To be responsible for the regular audit of resources within the School Office
- To oversee the office teams' organisational contribution to events, including Governors Day, open days, external visitor meetings etc
- To be the first point of contact with regard to a number of administrative related services, such as telephone system issues, for both staff and suppliers, seeking support from the Head of Operations as required
- Undertake specific projects, under the guidance of the Head of Operations, determining suitability of products and financial implications

- To ensure that accidents are reported as required, with RIDDOR submissions being made as necessary
- To oversee the day-to-day operation of the school's electronic communication tool and online payment system and to encourage the use of these tools to parents and staff
- Be the main Office contact for the school's website content, for both parents and staff. Liaise closely with the Clerk to Governors and members of the SLT to ensure that articles and information on the website are current and remain valid; and that all statutory documents are available for viewing.
- In conjunction with the Head of Operations, identify and investigate online tools available to streamline and improve essential administrative procedures, such as communication tools, online payment tools, business management portals. Have significant involvement in the introduction of selected online tools, being one of the key contacts for the school, attending initial training and dispersing this knowledge to other staff members, overseeing installation and managing the day-to-day operation of the project
- To oversee the administration of Extended School Clubs and associated lettings, ensuring that procedures are in place for checking all necessary documentation, including safeguarding and insurance
- Produce, analyse and interpret complex data, as requested by members of SLT
- To produce termly planners, school prospectus, newsletters handbooks and flyers etc.
- Oversee the distribution of internal and external mail
- Ensure pastoral structure is correct in SIMs

#### **After School and Breakfast Club (where applicable)**

- To complete administration for breakfast and after school club and keep correct records
- To ensure that ASC providers provide correct documentation in line with safeguarding procedures and have correct public liability insurance
- Set up and monitor system for monies related to after school and breakfast club facilities
- To liaise with the Finance Manager regarding finances for after school and breakfast club
- To liaise with breakfast and after school managers and professionals in respect of any changes
- Communicate with parents any changes
- Update the Head of Operations on any issues regarding clubs

#### **PTA Fund and Community Account**

- Process orders, check and approve invoices and raise cheques for payment
- Ensure all money received is checked as correct and is banked
- Record all information for the accounts onto the computer system using a spread sheet

#### **Pupil Data**

- To input and update pupil data within 5 working days of receipt of information
- To ensure that records are passed onto receiving schools on a weekly basis
- To update pupil assessment data on a termly basis and complete end of year returns, including Insight
- To ensure that all returns are accurate and on time
- To prepare reports for teachers and governors on pupil data analyse and interpret data as required – running reports vs writing reports.
- To complete with the Executive Headteacher exam paperwork annually and within the agreed time frames
- To keep a record of all exclusions
- To keep records of children leaving & joining the school
- To produce and return School Census (3 times per year)

#### **Admissions**

- Ensure all admissions processes within the administration team operate completely, efficiently and assist where required if volumes dictate
- Responsible for annual Foundation Stage 2 pupil intake, including communication with parents, processing of forms, input data to SIMS, FSM checking, medical or allergy information
- Responsible for in year admissions and leavers processes, ensuring that all documentation is completed correctly and all relevant stakeholders are aware
- Ensure that all leavers processes are undertaken efficiently and completely and all information including pupil files are delivered to the correct secondary education providers
- Maintain manual Admissions Register

## **Healthcare**

- To be trained as Appointed First Aider
- Be the school's Appointed Person for First Aid, assuming the lead role in the management of a medical emergency
- To manage processes associated with safe administration of medicines to pupils
- To manage processes associated with medical diets, liaising closely with the appointed catering contractor, kitchen staff and Lunchtime Supervisor
- Dealing with pupil welfare, ensuring that accidents and incidents are reported correctly and reported to RBS corporate safety team, completing RIDDOR reports for reportable accidents, liaison with parents where children are unwell
- Ensuring maintenance of a fully stocked first aid kit
- Ensuring that medicines, health care plans/ consent forms etc. are up to date
- Update medical alert boards and food allergy boards on a regular basis

## **Safeguarding**

- To assist with the administration of safeguarding reporting, ensuring that correct procedures and deadlines are adhered to and in line with the safeguarding policy.
- Ensure all visitors to the school are managed correctly in accordance with requirements of Safeguarding policy and KCSIE
- Liaising with the Executive Headteacher, Head of School and SEN team, or other external agencies as required

## **Record keeping**

Supporting the school in the requirement to maintain correct records including:

- Maintain GDPR data as required in association with Data Protection Officer guidance
- Administering volunteer paperwork and ensuring appropriate checks are in place (DBS and other paperwork).
- To be responsible for input and update of appropriate pupil & staff information into the SIMs database
- To set up and maintain systems for filing and storage of information
- Maintain record of staff absence in excel and on SIMs

## **General Reception/Office duties**

- To assist with the cover of the reception area during any absence during the day
- To keep a record of the children arriving late or leaving early so that registers can be updated
- To ensure that all visitors to school are authorised and provided with security badges
- To assist with 'first day response', in liaison with other office staff and external agencies.
- To provide admin support to the Executive Headteacher, Head of School and the Schools' Leadership Team
- To use Teacher2Parents to send text messages to parents as needed
- To use ParentPay and assist parents with school meal bookings and other activities
- To assist staff in organising visits and trips and ensuring that all documentation is completed, including, letters to parents, evolve, insurance etc.
- Complete and submit complex forms, returns etc., including those to the LA and outside agencies e.g. DCFS
- Assist colleagues with tasks in respect of admissions and attendance in times of high workload

## **Responsibilities**

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

## **Gateway Criteria for progression to RG5m (26-28)**

### **Marketing and Promotion of the School**

- Takes a lead role in promoting the school through a range of communication channels, ensuring a positive and professional image is consistently presented.
- Maintains and develops marketing materials, publications and promotional activities that increase engagement with prospective and current families.
- Demonstrates measurable impact on school visibility, engagement, or recruitment through marketing initiatives.

### **School Website and Digital Presence**

- Maintains and develops the school website to ensure compliance, accuracy and effective communication with stakeholders.
- Takes a proactive role in enhancing the school's digital presence through appropriate social media and online communication platforms.
- Ensures content is regularly updated and reflects the school's values, achievements and priorities.

### **Innovation and School Development**

- Proactively identifies opportunities for improvement and brings forward innovative ideas that enhance school operations, communication, engagement or reputation.
- Undertakes projects that support the school's strategic objectives and deliver measurable benefits.
- Demonstrates awareness of emerging trends, technologies and social changes, recommending improvements to keep the school forward-thinking and responsive to community needs.

### **Professional Initiative and Operational Leadership**

- Works independently to identify areas for development without requiring direct instruction.
- Provides solution-focused recommendations to senior leaders, supported by evidence and clear rationale.
- Demonstrates ownership of projects relevant to the remit of the post, from conception through to implementation and evaluation, evidencing positive impact on the school community.

### **Attendance Monitoring and Analysis**

- Leads the monitoring and tracking of pupil attendance, working effectively with families, staff and external agencies to improve attendance outcomes.
- Produces accurate and timely attendance reports, including analysis of key pupil groups, identifying trends, concerns and areas for intervention.
- Demonstrates the ability to use attendance data to inform actions that contribute to improved attendance rates and reduced persistent absence.

## **SCOPE OF JOB (Budgetary/Resource control, Impact)**

### **SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

What level of DBS check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? NO

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? LEVEL 2

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified.

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above

# PERSON SPECIFICATION



<b>READING BOROUGH COUNCIL</b>	<b>Department/Directorate:</b>
<b>Job Title:</b> <b>Office Manager</b>	<b>Post Reference No:</b>

## QUALIFICATIONS/EDUCATION/TRAINING:

Numerate and Literate demonstrated by NVQ 2 , GCSE qualifications or equivalent.

## EXPERIENCE:

General clerical/administrative/financial work

## SKILLS AND ABILITIES:

Good literacy and numeracy skills

Ability to organise own work load, prioritise and meet specific dead lines

Able to maintain confidentiality at all times

Appropriate knowledge and application of first aid

Effective use of ICT packages

Use of relevant equipment/resources

Good keyboard skills

Knowledge of relevant polices/codes of practice & awareness of relevant legislation

Ability to relate well to children and adults

Work constructively as part of a team, understanding school roles & responsibilities and your own position within these

Ability to identify own training & development needs & cooperate with means to address these

Ability to work on own, setting own priorities and ensuring work completed on time

## SPECIFIC WORKING REQUIREMENTS:

Willingness to gain the following qualifications:

- First Aid at work