

# **SPROTBROUGH ORCHARD INFANT SCHOOL**

## **Job Description: Office Manager**

**Grade:** 7

**Contract:** Part-time (21 to 28 hours a week over 3 to 4 days to be agreed)

**Working pattern:** Term time only plus 4 days

**Responsible to:** Headteacher

**Location:** Sprotbrough Orchard Infant School

## **Purpose of the Role**

To provide high-quality operational, financial and administrative support to ensure the smooth and efficient running of the school. The postholder will lead on finance, HR administration, admissions, attendance and front-of-house services, supporting the Headteacher in maintaining strong financial management and compliance.

## **Key Responsibilities**

### **1. Finance**

- Process orders, invoices, payments and income in line with financial regulations and FMSiS
- Check deliveries against orders and manage stock control
- Liaise with the Local Authority finance team to ensure compliance and accuracy
- Reconcile monthly financial reports and investigate discrepancies
- Support the Headteacher in setting, monitoring and reporting on the school budget
- Maintain accurate financial records and ensure audit readiness for all areas of school finance including the school budget, Voluntary Fund, Petty Cash claims, insurance claims, Credit Card and ParentPay
- Oversee procurement processes, ensuring value for money and adherence to policy

### **2. HR and Personnel Administration**

- Administer HR processes using the ManageHR system
- Issue contracts, maintain employee records and ensure compliance with employment procedures
- Manage absence recording and reporting
- Manage and compile School Workforce Census return

N.B. This post involves regulated activity with children and is subject to an enhanced DBS certificate and children's barred list check.

- Maintain the Single Central Record, ensuring safeguarding compliance
- Coordinate safer recruitment administration processes
- Maintain staff training records
- Support with performance management processes

### **3. Admissions and Attendance**

- Manage admissions processes in line with policy and Local Authority requirements
- Maintain pupil data using SIMS
- Manage and compile termly and annual census
- Monitor and report on attendance, including producing regular reports
- Work with school leaders to ensure accurate statutory returns

### **4. School Meals Administration**

- Oversee school dinner administration, including eligibility tracking and payments
- Liaise with catering providers where applicable
- Maintain accurate records of pupil meal uptake and income

### **5. Front of House and Administration**

- Lead front office operations ensuring a welcoming and professional service
- Manage communications with parents, visitors and stakeholders
- Oversee general administrative systems to ensure efficiency and effectiveness

### **6. Compliance and Governance**

- Ensure compliance with health and safety, building management, financial regulations, safeguarding, data protection and school policies
- Support administration of medication to pupils and administer first aid when required
- Input statutory assessment data and export data for internal and external analysis
- Manage distribution of statutory information for stakeholders including annual reports and assessment information to parents

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- Support audit processes and provide required documentation
- Maintain accurate and secure records across all areas of responsibility

### **General Duties**

- Work collaboratively with the Headteacher and senior leaders
- Contribute to the wider life of the school
- Undertake training and professional development as required
- Carry out additional duties commensurate with the role and grade

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

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