

# St John's C of E Infant School



**Job Title:** Office Manager

**Reports to:** Senior Leadership Team (SLT)

**Pay grade:** C1

## **Job Description**

### **Purpose of job:**

To support and liaise with all stakeholders in the organisation of the effective running of the school. Promote the school in a positive manner at all times to staff, pupils, parents, volunteers and visitors. To contribute to and promote a positive working atmosphere within the office and the wider school community. To understand the need for discretion and confidentiality at all times.

To provide clerical and administrative functions for the school under the direction or instruction of senior staff.

### **Principal Accountabilities:**

#### **Office**

- Work with SLT to ensure that the school has consistently high-quality administrative support to fulfil its primary function of providing the best quality education.
- Help oversee the smooth, efficient and professional running of the school's front office.
- Lead by example, supporting the staff to work effectively.
- Line manage Admin Assistant
- Assist in the organisation of school trips including management of the above EVOLVE system
- Maintain pupil and staff records and on Arbor to ensure up to date information is held by the school and practice is in line with Data Protection requirements.
- Prepare and submit the annual school workforce and pupil census returns.
- Be an Arbor system manager for the school
- Produce reports and collate information for Trust, SLT and Governing Body as required.

#### **Human Resources**

- Ensure all staff have an up to date DBS check and all records are maintained in the school's Single Central Record in an Ofsted-ready format at all times.
- Record staff absences, reporting as required to personnel/payroll/SLT
- Process personnel forms (setting up personnel, sickness, absence and overtime claims and change of hours) as directed.
- Maintain staff records and ensure that staff records held in the school are kept confidential.
- Induct all new staff to the school

#### **Admissions**

- Support the Senior Leadership Team in organisation of Open Days, updating of the School Prospectus, and marketing the school positively.
- Show new parents around the school and promote a positive image of the school
- Collate and monitor applications to the school, both new reception intake and in year admissions.
- Work collaboratively with the Home School Support worker on administration of in year admissions, the school's waiting lists, and the intake and withdrawal of pupils within the school year
- Lead on the organisation and administration of the secondary transfer system and Year R admission process

#### **Other Duties**

- Upholding our school Christian values and ethos and championing the inclusion and belonging of our school and Trust communities.
- Manage queries from various sources, in person, in writing or by telephone, to ensure that problems can be solved and that precise information is given.
- Ensure the office deals effectively with telephone calls and emails to guarantee an efficient and well-structured office.
- Present a positive first impression of the school, dealing professionally with all.
- Carry out any other duties required by the SLT

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.