

St John's Catholic Primary School



School Office Manager

Job Description

To be responsible for all of the disciplines of Administration and Premises/Site Resource Management including the planning, development and monitoring of the operation and delivery of support services within the School beyond those directly related to teaching and learning.

The post-holder will support the strategic development of the school by:

- Assisting the Senior Leadership Team in the implementation of school policies and procedures
- Taking responsibility for the School's Data Management System.
- Maintaining communication with the school's wider community
- Promoting the aims, objectives and ethos of the school
- Providing the first point of contact through face-to-face visitors to site or through telephone or email contact.
- Liaising with external agencies as appropriate
- Ensuring specific day to day functions of the school run smoothly
- Ensuring a healthy, clean and safe environment is maintained to high standard
- Establishing good working relationships with all stakeholders
- To promote the school's Catholic Values
- Any other duty as required by the School Leadership to ensure the effective running of the school, to include undertaking duties and working with children.

KEY RESPONSIBILITIES

1) Strategic Role

- ❖ To work collaboratively with the wider school team to ensure the Safeguarding of all pupils of the school, particularly in terms of monitoring attendance and identifying vulnerable families to the senior leaders of the school for further signposting.
- ❖ To support the Finance Team to ensure they have all resources and information to enable them to produce budget monitoring reports especially for information regarding pupil numbers, SEND, FSM and PP entitlement.
- ❖ To work collaboratively with the School Leadership to ensure systems, processes and procedures are in place to ensure the school's data management system is up-to-date and accurate and be able to produce reports in a timely and effective manner to support attendance of pupils.

- ❖ To support the development, drafting and recommendation of all policies within the remit of the role for approval by the Governing Body. In developing policies, consideration will be given to school needs, procedures and practice to ensure that policies are communicated to staff, contractors, parents, children, the local authority, local academies and other interested parties.
- ❖ In collaboration, work towards a shared vision, strategic direction and leadership in the planning, management and development of effective operations across the school in Health and Safety, GDPR, administration and premises.
- ❖ Ensuring that the school meets its non-teaching legal and statutory responsibilities through advice, direction and support to the Head Teacher and the governing body.
- ❖ Contribute to an effective, multi-disciplined team made up of both directly employed staff and external contractors. The team covers all non-teaching functions and includes, but is not limited to, HR, Administration, Communications, Premises Management, ICT and clerical support.
- ❖ Assist with the development and continuous improvement of all non-teaching staff.
- ❖ To lead engagement and relationship management with the school's key suppliers and ensure that supplies, services and works provided to the school meet the needs of the school and procurement and best value standards

2) General Management and Administration

- ❖ To be responsible for the accurate maintenance of the School's Data Management system.
- ❖ To be the point of contact for the externally appointed Breakfast and After-school Care provider.
- ❖ To be responsible for the overall line management and professional development of the Premises Staff developing and implementing new procedures, protocols and office systems to meet the changing needs of the school.
- ❖ To line manage the duties of the premises team to ensure the Health and Safety and the Compliance of the school site.
- ❖ Supporting the Senior Leadership of the school to prepare reports for the Governors of the school as required.
- ❖ Preparing reports (as appropriate) for significant items of importance particularly with regard to premises needs.

- ❖ Preparation of statistics when requested such as attendance for pupils, participation in activities and extra-curricular opportunities.
- ❖ In collaboration, make recommendations to the Senior Leadership Team and others to promote the school with local businesses, the LA, external agencies and other institutions including developing and maintaining all the school's marketing & information materials and website.
- ❖ To recommend, establish and maintain computer-aided administration, which supports all the general work in the school, including statistical analysis ensuring that the pupil database and other pupil records are properly maintained and regularly updated.
- ❖ Liaise with 'bought in' services e.g. SALT, peripatetic music staff, consultants, etc.

3. Admissions

- ❖ To be responsible for the administration of admissions (as the admissions authority) for the nursery, including adherence to the school's admission policy, giving information, where possible, to appropriate staff before the children begin school.
- ❖ To liaise with families with phone, email and written communication.
- ❖ To lead on the marketing of the school to the wider community.
- ❖ Ensuring that in-year admissions are conducted in a timely way to minimise the number of vacant places on the school role.
- ❖ To maintain contact with those families on the school's waiting list or those who have been allocated a place in order to facilitate a smooth transition to the school community.

4. Communication and ICT

- ❖ To be a contributor to the maintenance and development of the school's website
- ❖ To send group emails and texts as directed by the Senior Leadership Team
- ❖ To ensure that all office & premises staff contribute to professional and welcoming environment.
- ❖ To work with the Leadership team and ICT Technician to ensure an efficient IT offer for staff, children and families of the school to supports both educational and operational objectives

5) Contract Management and Procurement

- ❖ To share responsibility and assist in the management of the school's contracts with external providers which will include, but are not limited to:

- I. Site Services and Cleaning
- II. Photocopying and Printing
- III. ICT Service and Support
- IV. Catering Services
- V. Site Maintenance and Health and Safety
- VI. ICT Software

- ❖ To contribute to the development of performance indicators to manage all contractors
- ❖ To contribute to dispute resolution and rectification where contractor performance is not meeting standards
- ❖ To identify, research and recommend contractors to the Senior Leadership Team
- ❖ With the School's Finance Team, ensure that the school adheres to the Procurement guidelines and that major procurement is communicated to the leadership team and governors

6) Premises

- ❖ Work with the Premises Team in the management and maintenance of the school site (including planned works) and to ensure that contracts for annual checks are carried out as well as ensuring all insurance and liability insurance policies are up to date.
- ❖ To ensure, as far as is practicable, that the security of the site is maintained at all times and to make recommendations for improvement as necessary and is compliant with Safeguarding policies
- ❖ Support the facilities functions of the school to ensure as far as reasonably possible that the building, site and facilities are compliant with relevant legislation and procedures such as health & safety and child protection; caretaking, and building maintenance programmes are fulfilled to the agreed quality standards by staff and contractors;
- ❖ To ensure policies and procedures for contractor and supplier access to site and their management on site is aligned to children safeguarding policies
- ❖ With the support of the Senior Leadership Team establish and maintain a School Health and Safety policy and oversee a programme of risk assessments and fire drills
- ❖ Under guidance establish and maintain a School Health and Safety policy and oversee a programme of risk assessments and fire drills

- ❖ To remain vigilant and to act responsibly to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature, including a requirement to report any incidents that have been witnessed, heard or suspected
- ❖ To contribute to the procurement and management of external services required for the facilities and estate management function.

7) Miscellaneous

- ❖ To undertake other related duties that may be required to meet the needs of the school.

Written April 2022. This JD will be subject to regular review and potential change following the operating needs of the school

Person Specification

Main Accountability:

To be responsible for all of the disciplines of Administration and Premises/Site Resource Management including the planning, development and monitoring of the operation and delivery of support services within the School beyond those directly related to teaching and learning.

Those elements considered 'Essential' for the role are indicated with an E and those considered 'Desirable' are indicated with a D. In your supporting statement as part of the application form please indicate how you meet these criteria and reference any qualifications or experiences that may be relevant.

<p>Knowledge / qualifications:</p>	<ul style="list-style-type: none"> ▪ A sound knowledge of computer databases and spreadsheets. ▪ A sound knowledge of using Microsoft software, particularly Word at a basic to intermediate level. ▪ Relevant qualification in supervisory management. ▪ Excellent written and oral skills. ▪ Knowledge of co-ordinating and delegating the work of a team. ▪ Knowledge of conditions of service of local government staff. ▪ Knowledge of administrative systems ▪ Knowledge of school administrative systems 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p>Experience:</p>	<ul style="list-style-type: none"> ▪ Experience of supervising and motivating a team, coordinating and delegating work in a similar environment. ▪ Considerable experience of using Microsoft software particularly Word at a basic to intermediate level. ▪ Experience of using a school's Data Management System ▪ Experience of working in a similar working environment. 	<p>E</p> <p>E</p> <p>D</p> <p>D</p>

Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Ability to set and work to agreed targets and work schedules. ▪ Ability to communicate effectively with persons at all levels. ▪ Ability to take communicate confidently face-to-face, over the telephone and by email. ▪ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff. ▪ Ability to organise one's own tasks with minimum supervision. ▪ Ability to communicate effectively and, when required, confidentially with persons at all levels. ▪ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff. ▪ Ability to minute meetings and briefings ▪ Ability to touch type quickly and accurately. 	E E E E E E E E D
Special conditions:	<ul style="list-style-type: none"> ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2024 and a commitment to ensuring the health, safety and wellbeing of all children. 	E E E E E E E