

## Office Manager Job Description

<b>Position:</b>	<b>Office Manager – Stone with Woodford Primary School</b>
<b>Intro:</b>	We are looking for a hardworking, friendly and enthusiastic person to join our school family in the office. This is a 3 day a week (seven and a half hours per day) part-time position, on a fixed-term contract for a year with a view to becoming a permanent position. The option of a full-time position will also be considered.
<b>Relationships:</b>	<p>The post holder is responsible to:</p> <ul style="list-style-type: none"> <li>● The Headteacher</li> <li>● Leaders within the Trust</li> </ul> <p>The post holder manages the administrative function of the school including, but not limited to, administrative aspects of Attendance, Staff Recruitment, Premises, Finance, Extended School and First Aid.</p> <p>The post holder works closely with, and in support of, the Central Services functions of the Trust.</p> <p>The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the Trust's aim to maintain and improve the quality of education in its academies.</p>
<b>Hours/days worked:</b>	x3 days 8:30 - 4:00

<b>Purpose / Overall Objective</b>
<p>The Office Manager – Primary School will support their Headteacher and the Operations Manager – Primaries by:</p> <ul style="list-style-type: none"> <li>● Leading the Front Office and Reception functions of the school</li> <li>● Supporting all aspects of Administration relating to the school</li> <li>● Leading on First Aid in the school</li> <li>● Taking responsibility for promoting and safeguarding the welfare of children within the school.</li> </ul>
<b>Key Tasks</b>
<p><b>Main Duties and Responsibilities</b></p> <p><b>Front Office and Reception</b></p> <ul style="list-style-type: none"> <li>● Welcome visitors and contractors to the school in line with KCSiE guidance</li> <li>● To be a 'friendly and supportive point of contact' for all families when they have contact with the school in person, email or telephone</li> <li>● Maintain the Single Central Record for the school in line with KCSiE guidance</li> <li>● Manage efficiently and effectively the school emails and post daily</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Manage and monitor Pupil Attendance, including Extended Schools and also;</li> </ul>

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- o Liaise with inside and outside agencies as required including EWO, Parent/Carers and Inclusion Manager.
  - o Produce regular reports for the Headteacher to highlight those children where attendance level is of concern.
- Produce admission packs for new September intake and for children joining throughout the year.
- Operate procedures for new admissions into Reception Year.
- Maintain manual and computerised record/information systems within the school including Arbor, ParentPay, Lunch registers, Cool Milk, Fruit, Uniform and FSM
- Manage the weekly communications to the school community and wider including newsletters, class letters and clubs
- Support in the management of all communications with the school effectively and efficiently
- Produce club registers and distribute to teachers. Set up groups in communication applications to allow for messages to easily be sent if a club is changed or cancelled.
- Keep the hard copy document files up to date for the individual pupils including, in school procedure documents e.g IEPs, reports, parent communication
- Work with the Central Finance team, place orders for the school within Finance Policy guidelines and support the requests of Finance personnel.
- Work with the Central HR team, produce letters of appointment, record staff absence and support the requests of HR personnel
- Work with the Central IT team, report all maintenance requests via the helpdesk and support technicians when visiting the site.
- Maintain the photocopier and photocopy paperwork for staff as required
- Copy documents for information evenings and other events as required ensuring they are then made available to non-attendees
- Liaise and support the Parent & Staff Association of the School
- Provide administrative and organisational support to all staff and Clerk to Governors.
- Act as the school Fire Officer in case of Fire
- Manage the school diary, book supply and cover staff as required, maintain rotas and staff information as requested

### **First Aid**

- Be the first line of all First Aid for the school
- Maintain adequate training and qualifications to fulfil the role of lead First Aider in the school
- Adhere to the school's First Aid Policy
- Liaise with other schools to ensure best practice and up to date knowledge of procedures

### **General**

- Undertake such other duties as appropriate to the post, as may be assigned.
- Comply with and assist in the development of policies and procedures including child protection, equality and diversity, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Adhere to school health and safety policy including risk assessment and safety systems.
- 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 as required.
- Participate in training and other learning activities and performance development as required.
- Participate in the Performance Appraisal Cycle
- To work flexibly in the interests of the Trust. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

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**The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment**

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 Trust in relation to the post holder's professional responsibilities and duties.

Compiled by:	Revision Number
Approved by:	Revision Date    __/__/__

Signed: .....

Signed: ..... Headteacher

Date: .....