

SURLINGHAM PRIMARY SCHOOL JOB DESCRIPTION

OFFICE MANAGER

PERMANENT

**ANUALISED CONTRACT OF 1687 HOURS TO BE WORKED THROUGHOUT THE YEAR;
40 HOURS PER WEEK DURING TERM-TIME**

Line Manager:	Headteacher
Salary:	Point 17 of the Sapientia Education Trust Support Staff Salary Scale: FTE £24,491 per annum

THE POST

The successful applicant will be responsible for carrying out administrative services to the school's teachers and students and by working flexibly with other administrative staff, ensuring that duties are carried out efficiently and effectively.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all School support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an Office Manager are:

- Have good communication skills in person and in writing to respond to staff, parents and students;
- Be flexible in managing and planning and executing daily, weekly and monthly workloads in a busy reception;
- Be able to maintain confidentiality and committed to providing the best possible service to the staff, governors, students and parents.

The qualifications and previous experience required for an Office Manager are:

- Be familiar with the use of Information and Communications Technology;
- Have a sound track record of successful administrative experience.

JOB SPECIFICATION

General Responsibilities

The Office Manager will be responsible for the daily operation of the reception area across both school sites, communicating with staff, parents and students on a range of issues, as well as providing general administrative support to the school and headteacher.

Although the role will be based predominantly at Surlingham, there may be times when the Office Manager will need to visit the partner school at Rockland St Mary.

The post-holder will be required to comply with the Surlingham Primary School's Code of Conduct for Staff and Volunteers.

Surlingham Primary Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the School's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Cover the Surlingham reception desk during the school day; act as first point of contact for visitors and resolve general enquiries from staff and students;
- Line manage the Secretary based at partnered school Rockland St. Mary;
- Line manage cleaning department, including caretakers, external contractors & suppliers;
- Liaise with HR regarding recruitment, absence, and vetting for staff and non-employed personnel;
- Maintain an awareness of everything that is taking place in both Surlingham & Rockland St Mary Primary Schools where there can be shared contracts;
- Undertake all paperwork relating to pupil administration, including paperwork relating to new or leaving pupils, updating Pupil Asset, and organising school trips as required;
- Manage all finance-related jobs, including placing orders & sorting payroll claims;
- Complete administrative prep for new school terms, such as organising registers and getting resources;
- Log staff absence onto the staff database system, iTrent;
- Complete all paperwork related to the Sunbeams Nursery at Rocklands St Mary's;
- Update the school website & social media as and when required;
- Maintain the training records of other admin staff within the two schools;

- Ensure all visitors sign in and wear an ID badge;
- Distribute Trust policies as and when required;
- Sort incoming mail and frank outgoing mail, receive parcels and packages;
- Keep the reception area neat and tidy, ensure brochures and magazines are up to date and stocked;
- Receive and distribute the messages left on the answer machine and email;
- Maintain the Outlook calendar for visitors to the College;
- Act as holder for some keys, distribute and log their return;
- Administer first aid if needed;
- To undertake word processing duties;
- Update the schools Management Information System (MIS);
- Ensure clear handover notes are left for the other school admin staff when required;
- Undertake any other ad hoc administration jobs as and when required.

HOURS OF WORK

Working weeks	Annualised contract of 1687 hours, with the majority of this to be worked during term-time / 38 weeks of the year. The remaining hours are to be worked during school holidays as agreed with your Line Manager.
Hours per week	Annualised contract of 1687 hours, with the majority of this to be worked during term-time / 38 weeks of the year. It is anticipated that the working week during term-time will be Monday – Friday 08:00 – 17:00, i.e. 40 hours per week, including an hour's unpaid break. Remaining hours are to be worked during the school holidays as agreed with your line manager.
Normal Working Pattern	Annualised contract of 1687 hours, with the majority of this to be worked during term-time / 38 weeks of the year. It is anticipated that the working week during term-time will be Monday – Friday 08:00 – 17:00, i.e. 40 hours per week, including an hour's unpaid break. Remaining hours are to be worked during the school holidays as agreed with your line manager.
Unpaid Breaks	Minimum of 30 minutes where the working day exceeds 6 hours.
Holidays	There is no entitlement to take holidays during term-time.
CPD Days	School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

Salary Details:

- Point 17 of the Sapientia Education Trust Support Staff Salary Scale:
- **FTE £24,491 per annum**

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 244 hours (including bank holidays), rising to 274 after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join Surlingham Primary School's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Surlingham Primary School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of the Surlingham Primary School Performance Management programme.