The Ridgeway Primary School

JOB DESCRIPTION: **Office Manager**	**SALARY GRADE:** **RG5b**

MAIN PURPOSE

The Office Manager has oversight of all school office and administration procedures. The Office Manager supports the headteacher in contributing to and upholding the vision, values and ethos of the school.

The Office Manager is responsible for all day to day operations of the following:

- Health and safety
- Human resources
- Premises management
- IT network

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- Reports to and is accountable to the Headteacher.
- Direct line management responsibility for:
  - Administration team
  - Premises staff
  - EMU club staff
  - School cleaning staff
- Oversight of and liaison with:
  - Kitchen staff
  - External contractors

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Management

- To have line management responsibilities, including induction and appraisal, of the aforementioned members of staff.
- To hold regular 1:1 supervisory and team meetings.
- To collect and collate relevant information to support the renegotiation of existing contracts with vendors. Similarly identify suitable new vendors and support the Headteacher to negotiate the contract which meets continued cost reductions.
- Lead the planning, development and monitoring of key support services with responsibility of improving efficiency, including reducing costs.
- Support the recruitment process for all staff in conjunction with the SLT to include formulating questions and ensuring safer recruitment practice.
- Liaise with School Business Managers and Office Managers from other Reading schools to share and develop best practice.
- Assume responsibility for health and safety, including implementation of policy, risk assessments, management and codes of practice in conjunction with the Headteacher and premises staff.
- Liaise with local WEC to identify opportunities for economies of scale and joint working.
- Promote the school to different audiences across the local community
- Research and advise the Headteacher and the governing body on current government

policies, legislation and directives, including employment law.

- To ensure that the school is compliant with GDPR regulations on a day to day basis and ensure that any breach is reported accordingly, liaising with the school's DPO.

Human Resource Management

- To be responsible for the completion of all new starter paperwork and other documents relating to staff employment.
- Maintain and update human resources systems.
- To be responsible for the maintenance of the school's confidential staff records.
- Manage, monitor and maintain training records for staff, including statutory training requirements such as Health & Safety and Safeguarding.
- To complete an annual School Workforce Census.
- To lead of matters concerning human resources and advise the headteacher accordingly.
- Complete and submit monthly staff absence records to Reading Borough Council and update human resource systems accordingly.
- Complete and submit monthly staff timesheet claims.
- To liaise with external organisations to ensure that appropriate clearance for new staff is received with any concerns reported directly to the headteacher.
- Maintain the Single Central Register and a Safeguarding file with relevant documentation.

Facility and Property Management

- To ensure a safe environment for all stakeholders of the school.
- To ensure that the business continuity plan - Rainbow plan- is reviewed once every 6. months and that those named within the plan are regularly appraised on their roles and responsibilities.
- In conjunction with the Headteacher initiate regular fire alarms drills and lockdown procedures and keep records.
- With the premises staff ensure that a schedule of planned preventative maintenance in in place and that it is kept up to date.
- To liaise with outside agencies in regard to securing additional income via lettings of the grounds and buildings.
- To co-ordinate purchase, repair and maintenance of all furniture and fittings in conjunction with the site manager/Headteacher.
- To maintain a fixed asset register.
- Develop work specifications and oversee service contracts, insurances and licensing, reporting regularly to the Headteacher.

Office Management

- To be familiar with the responsibilities of the administrative staff and to be able to provide regular support and cover.
- To be responsible for and support the smooth and efficient running of the office, particularly at peak times.
- To provide confidential secretarial support to the Headteacher and senior leadership team.

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General • Contribute to and uphold the vision, values, work aims and ethos of the school. • Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure equal opportunities for all. • Establish constructive relationships and communicate with other agencies / professionals. • Participate in training and other learning activities and professional development as required. • Undertake research and obtain information to inform decisions. • Contribute to the overall ethos/work/aims of the school. • Share expertise and skills with others. • Recognise own strengths and areas of expertise and use these to advise and support others. • Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school. • Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards. • Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community. • Respect individual differences and cultural diversity. • Participate as required in the school's performance management and supervision systems and undertake any training and development activities.
SCOPE OF JOB (Budgetary/Resource control, Impact)
Budget responsibility for areas listed in scope of role.

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PERSON SPECIFICATION

OFFICE MANAGER

Grade/Salary Range: RG5b

Qualifications, Education and Training
• Excellent numeracy, literacy and ICT skills. • NVQ Level 4 or equivalent qualification or willingness working towards. • A good standard of English and Maths. • Evidence of continued professional development. • Excellent oral, literacy, written and verbal skills.
Experience
• Demonstrable experience working in office environment at a senior level. • Demonstrable experience of facilities management including health and safety policy, practices and legislation. • Experience working in an education setting would be beneficial. • Experience and understanding of General Data Protection Regulation (*GDPR*). • Experience of risk management - developing and implementing risk assessments. • Experience of supporting recruitment activities. • Experience of improving efficiency and achieving cost savings. • Experience of addressing and resolving complex issues within a front-line customer focused setting.
Skills, abilities competencies and/or knowledge
• Effective use of specialist ICT packages. • Ability to use proprietary software. • Highly developed organisation skills. • Strong verbal and written communication skills with the ability to present reasoned arguments. • Ability to manage own workload to meet agreed deadlines and targets with minimal supervision. • Ability to effectively work as a team member by organising, developing leading and motivating other staff with tenacity to deliver shared goals. • Evidence of good time or project management skills. • Communicates positivity and provides visible and supportive direction and guidance that empowers, enables, motivates and develops the team to achieve the school priorities. • The ability to communicate and work sensitively with a diverse range of stakeholders. • Ability to communicate with children appropriately. • Fosters, builds and sustains effective relationships, underpinned by a strong ethos of partnership working with a broad range of people to enable effective working. • Ability to reflect and to plan own personal development. • Commitment to equal opportunities. • A commitment to upholding the vision, values, ethos and aims of the school. • Embraces change and strives for continuous improvement aligned to the needs of the school by seeking out best practice, sharing ideas and learning from challenges. • Able to work outside normal school hours from time to time. • Ability to work under pressure, and deploying a flexible approach to changing priorities.

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Special/Other Requirements/Responsibilities of this Post
Level of DBS check required for this post: **Enhanced**
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks): **None**
Responsibility for Health & Safety: **Level 3**

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