



Westfield School
Nurturing Individuality & Progress

JOB DESCRIPTION

Position: Office Manager

Salary: Bucks Pay Range 5 (point 26-30)

Contract: 37 hours per week x 41 weeks.
(Term time + 5 INSET days + 2 week during the holidays)
Daily hours: 8am – 4pm (35min lunch break)

Responsible to: School Business Manager (SBM)

Responsible for: SEN Administrator , Receptionist

Role summary

Responsible for managing the day-to-day administrative functions, promoting the high standards of business ethos and ensuring the most effective use of resources in supporting the school objectives. Operational responsibilities include human resources, pupil and SEN administration, DFE returns and Arbor MIS and SAM system leader.

Safe Guarding

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times.

Main Duties and Responsibilities

PUPIL & SEN ADMINISTRATION

- Oversight of the SEN administrative annual review process and adherence to statutory requirements.
- Ensure accuracy of pupil data and admissions.
- Ensure the admissions pack is relevant and up to date.
- Ensure the required data is loaded to Arbor to maximise revenue e.g. free school meal, pupil premium
- School Census return:
 - Responsible for the coordination and submission of the termly school census return.
 - Ensure the accuracy of all the data as required by the DfE and identified within the census booklet issued by the LA.
 - Ensure the census is completed on time and has been checked by the SBM and authorised by the Headteacher prior to submission.
- Responsible for carrying out Arbor Year End pupil procedures in accordance with the booklet issued by the LA.

- Arbor MIS system leader for pupils and staff. To keep up to date with functionality and utilising the knowledge to feed into process improvements and the training of staff.

HR MANAGEMENT

- Manage the maintenance of staff personnel information including contract and salary information within SAM, Arbor and HR files
 - Responsible for the system management of Staff Absent Management (SAM) and Arbor MIS (staff)
 - Ensure the systems are kept up to date eg term dates, pay structures, pay awards
 - Ensuring any staff changes eg contract, pay awards etc are recorded within SAM and Arbor and any necessary forms are raised to advise the LA to action the change.
 - Annual staff personal data check including next of kin and medical information.
- Assist in managing the recording of staff absence
 - Processing the information on eForms which informs the LA and loading the information and ensuring the information is correct within SAM and Arbor.
 - Filing of individual records within the relevant HR files.
 - Produce staff absence analysis reports for SLT when required.
- Assist in the recruitment process of staff
 - Oversee the posting of recruitment advertisements
 - Raising the necessary appointment paperwork post appointment and conducting the required checks e.g. references, DBS check, medical check etc and obtaining the appropriate clearance.
 - Submit all the necessary paperwork to the LA in connection with new staff to enable a contract to be issued.
 - Creating a new staff record and entering all the relevant information including the contract details within SAM and Arbor.
 - Provide new starter packs with appropriate documents and system access eg Induction Booklet, key policies, email etc as required.
 - Diary probation review reminders with Line Managers for new starters and ensuring their completion.
- Workforce Census return:
 - Responsible for the coordination and submission of the annual autumn school workforce census return.
 - Ensure the accuracy of all the data within Arbor for staff as required by the DfE and identified in the Census booklet issued by the LA.
 - Ensure the census is completed on time and has been checked by the SBM and authorised by the Headteacher prior to submission to the DfE.
- Manage the booking of staff CPD and records:
 - Maintain centrally held CPD records
 - Make bookings as requested and inform staff of the details
 - Record in office calendar staff training where appropriate.
 - Ensure collection of certificates and ensure they are filed in HR files.
 - Track payment of training
 - Monitor and book certification renewable training when required, ensuring certification does not expire eg First Aid, health & safety courses
 - Maintain staff training records within Arbor
 - Produce individual annual training records to file within HR files.
 - Manage the elected online training platform (currently National College)
- Responsible for maintaining the Single Central Record (SCR) and ensuring the information is accurate within Arbor
- Ensure any visitors, professional or coaches have the necessary clearance paperwork eg DBS, letters of assurance
- Manage DBS and safeguarding checks for new staff, existing staff, governors, agency staff, coaches etc.
- Manage and maintain the annual pecuniary interest declarations register for key staff.
- Support the SBM/Assistant SBM in the management of HR policies.
- SAM system leader. To keep up to date with functionality and utilising the knowledge to feed into process improvements and the training of staff.

OFFICE ADMIN TEAM

- Oversee and monitor the day to day management of the office administrative functions to ensure the smooth running of the Office.
- Line manage and the performance management of the SEN Administrator and Receptionist, identifying CPD as appropriate to meet school requirements.
- Liaise with the SBM and Assistant SBM to manage priorities and deadlines for the office admin team.

GENERAL

- To undertake errands when necessary within the village.
- To assist with various duties as directed by the SBM and Assistant SBM, generally contributing to the smooth running of the school office. To carry out other duties from time to time that may be reasonably expected.
- To undertake such training as is required to be able to meet the requirements of the post.

The list of duties in this job description is neither exclusive nor exhaustive. There will be other duties and responsibilities associated with the role and, in addition, as a term of your employment you may be required to undertake various other duties as reasonably requested.

Other responsibilities:

- To follow school policy as documented and/or as directed by the Headteacher.
- To present the school in a positive way in the community.
- To be aware of the sensitive nature of information learned during the course of duties and to maintain confidentiality at all times.
- To follow the school's Equal Opportunities policy
- To be aware of, and have regard to, the Health and Safety policy of the school. To ensure procedures are followed in the event of an accident or incident.
- To participate in the School's performance management process.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time after consultation with the employee.

Role Holder

Signature: _____

Date: _____

Print Name: _____