

## JOB DESCRIPTION

### OFFICE MANAGER

<b>Line Manager:</b>	<b>Headteacher</b>
<b>Salary:</b>	Scale 12-17 of the Support Staff Salary Scale FTE Salary: £27,711 - £30,060 per annum <b>Pro-Rata Salary £20,843 - £23,014</b>

### THE POST

White House Farm Primary School is seeking to appoint a well-organised and approachable Office Manager. The successful candidate will have experience working in an office environment, ideally in an educational setting.

White House Farm Primary School is a member of the Sapientia Education Trust (SET).

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 the Office Manager are:

- Outstanding secretarial skills and command of written English;
- Outstanding interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations where necessary;
- Tact, discretion and the ability to keep confidence;
- The ability to work as a key member of a collaborative team;
- The capacity to remain calm and to cope with the unexpected;

- A commitment to high standards, including personal presentation and punctuality and a willingness to be flexible in order to meet the needs of the post;
- Ability to lead and inspire others

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

- NVQ Level 2, equivalent qualification, or experience in relevant discipline;
- Good numeracy and literacy skills
- Experience in general or secretarial administrative work;
- ICT literate with good keyboard skills;

## **JOB SPECIFICATION**

### **General Responsibilities**

The Office Manager is responsible to the Headteacher. The post-holder is required to maintain financial systems and process transactions. The successful candidate will provide a high standard of secretarial, IT and administrative services for the school's Headteacher, teachers and pupils and work flexibly to ensure that duties are carried out efficiently and effectively.

The post-holder will be required to comply with the White House Farm Primary School Code of Conduct for Staff and Volunteers.

White House Farm Primary School 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. This includes completing performance management for a small pool of staff.

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**

- As required, to assist with the courteous reception of visitors and the receipt of phone calls to staff in the school;
- To undertake word processing duties, both of a general nature as may be required to meet the needs of the school, and in respect of general support to the teachers;
- Action and respond to all parent communications accurately and in a timely manner;
- Create and maintain pupil and staff profiles on MIS, completing all 'on roll' and 'off roll' processes;
- Draft and send weekly communications to parents such as letters and updates;
- Collation of information for the school newsletter;
- Update and manage the school website, ensuring compliance;

- Monitor and maintain school's MIS (Pupil Asset), ensuring compliance and completing census returns;
- Manage the schools Breakfast and After School Club booking and payment system (WisePay), running weekly reports of attendance;
- Manage the room hire / lettings contracts including invoicing and updating lettings calendar;
- Record staff absence and overtime;
- Check and file Single Central Records;
- Manage the school's diary;
- Assist caretaker in facilitating external contracts, mandatory site visits and general maintenance. Seeing the process through to completion;
- Line manage the school's caretaker and MSA team;
- Attend and minute meetings as required;
- Assist HR with recruiting and on-boarding of new members of staff;
- Assist Headteacher with enrolling process for new pupils including all administration for this;
- Maintain an inventory of assets so that the acquisition and disposal of assets is accounted for;
- Provide, as directed, administrative support appropriate to the needs of the school and when required in the school office;
- Administer first aid when required, administer medication and monitor and replenish first aid stock;
- School trips and clubs – liaise with external providers, set up and market clubs and trips including any necessary administration and invoicing;
- Assist in monitoring and actioning the schools GDPR requirements;
- Prepare all paperwork required for behaviour including in line with expectations for fixed and permanent exclusions;
- Take weekly hard drive back up.

#### **Attendance Responsibilities:**

- Management of school registers
- Ensuring every child is accounted for each morning – including following the school's attendance policy;
- Running weekly reports for attendance – including lates – for the Attendance lead within the school
- Maintaining a register in relation to leavers
- Maintain a register in relation to attendance matters i.e. in term holidays taken;
- Maintain record of planned pupil absence including the administration of attendance fines where necessary;

#### **HR Responsibilities:**

- Input all staff absences into iTrent
- Prepare time sheets, request for leave and other form completions are sent to payroll by deadlines
- Process and verify all staff expenses;
- Check and monitor monthly payroll report as provided by Trust;

#### **Financial Responsibilities:**

- Raising orders for goods, supplies and services;
- Ensuring all supplier invoices received match goods received;
- Control the school petty cash account;

- Accounting for and banking all income, including daily dinner money;
- Process and verify all staff expenses claims;
- Complete all Early Years funding requirements, including the management of eligibility codes;
- Invoice parents for the school's toddler group, nursery, breakfast club and after school club as appropriate;
- Complete school DFE census and other statutory returns accurately and by deadlines

### **Safeguarding Responsibilities:**

- Safeguard children, reporting concerns using the schools Safeguarding system (MyConcern)
- Be an Assistant Designated Safeguarding Lead (ADSL) for the school, including the co-ordination of Operation Encompass notifications received;
- Process and check SCR sent by Trust HR team, liaising with them for changes. File for reference;

### **HOURS OF WORK**

Working Weeks per year	39 (Term Time plus one week)
Hours per week	37
Normal Working Pattern	Monday – Thursday 0830-1630hrs Friday – 0830-1600
Unpaid Breaks	30-minute lunch break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	You will be expected to work on all published INSET Days. Any additional time required for CPD can be claimed on a timesheet.

### **REMUNERATION**

Salary Details:

- Scale 7-17 of the Support Staff Salary Scale
- FTE Salary: £22,369 - £26,845 per annum
- **Pro-Rata Salary £19,154 – £23,399 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.

The post-holder will be entitled to join White House Farm 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 pupils, staff and visitors are able to identify White House Farm 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 White House Farm Primary School Performance Management programme.