



School Office Manager – Job Description

William Westley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an Enhanced Disclosure and Barring Check.

Job details

Salary: Term time only (within the range £27,711 to £32,654 FTE) dependent upon experience.

Hours: 35 hours per week (Monday to Friday 8.30am to 4.00pm)

We welcome flexible working including job share applicants.

Contract type: Permanent

Reporting to: Headteacher

Main purpose

The school office manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

Duties and responsibilities

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school
- Ensure Reception facilities are attractive and welcoming
- Manage lettings for our school halls for the use of the organisation and local community

Administration

- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Produce and respond to correspondence, in line with the school's expectations
- Oversee and organise the management of admissions procedures in line with Cambridgeshire Local Authority.
- Manage the induction process for new pupils
- Manage manual and computerised record/information systems

- Analyse and evaluate data/information and produce reports for attendance. Sending communications to parents and being part of the Attendance Leadership team.
- Monitor school meal requirements in liaison with the school kitchen.
- Update and routinely audit the school website
- Complete returns to the LA eg. census, data
- Administer first aid and medicine to pupils as required, in keeping with the school policy
- Act as appointed person for First Aid and replenish first aid supplies as necessary
- Liaise with parents regarding pupil sickness / injury and assist with the general welfare of pupils
- Provide personal, administrative and organisational support to other staff and the governing board
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Manage and organise completed forms from parents
- Accept and sign for deliveries
- Organise and distribute incoming and outgoing post
- Support the Data Protection Officer (DPO) with ensuring data protection compliance and helping the school community understand how to comply with data protection law

Resource management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Take a lead with securing sponsorship/funding
- Assist with marketing and promoting the school
- Manage service contracts
- Assist with the organisation of premises repairs under the direction of the school finance manager / site manager
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Compliance

- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The school office manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

William Westley CE Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Office Manager - Person Specification

Qualifications	Essential	Desirable
Maths and English GCSE level 4 / C or equivalent	✓	
Evidence of accredited learning at NVQ 4 or equivalent relevant to the post.		✓
Willing to undertake necessary training when required	✓	
Evidence of recent and relevant training	✓	
Experience		
Previous experience of office based administrative role	✓	
Experience of front-end receptionist duties	✓	
Familiarity with working within a school environment		✓
Skills, Attributes and Knowledge		
Strong written and verbal communication skills	✓	
Demonstrate the ability to manage conflicting priorities, a demanding workload and tight deadlines	✓	
Good organisational skills/time management	✓	
Good IT skills and knowledge of Microsoft packages, including Excel (further training can be offered)	✓	
Good understanding of Health and Safety obligations		✓
Appreciation of absolute confidentiality of information	✓	
Well- developed organisational, decision making, problem solving, time management and prioritisation skills	✓	
Understanding and commitment to the safeguarding of young people and vulnerable adults	✓	
Personal Qualities		
Resilience working to tight deadlines	✓	
Flexibility with hours		✓
Integrity, trustworthy, honest and open	✓	
Excellent attendance and punctuality	✓	
Ability to work on own initiative and as part of a team	✓	
Warm and approachable manner and the ability to relate to a wide range of staff, pupils and visitors	✓	
Ability to prioritise and work to tight deadlines whilst retaining professional composure.	✓	
Excellent interpersonal skills	✓	

Sense of humour	✓	
Smart professional appearance.	✓	
Commitment to supporting the Christian ethos of the school	✓	
Committed to safeguarding and promoting the welfare of children	✓	