

## Variations to Job Profile – (Office Support Manager) (Ref. S102)

Please note that the **Office Support Manager** (Job Ref. S102 ) has been job evaluated. However, there are departures from those tasks at **Christ Church Primary School**, the full list of which is noted below. The alteration of these tasks has no impact to the job grade.

**The post of (Office Support Manager) at this school will not have to do the following tasks:**

### **Support to Pupils, Parents and the Community**

- Deal with complex reception/visitor etc. matters.
- Organise school trips/events etc.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.
- Dealing with children taken ill during the day.
- Administering first aid as appropriate.

**and will have to carry out the following:**

### **Support HR Management**

- Support recruitment processes from advertising to interviews and references, including employment checks
- Carry out confidential minute-taking when required

### **Support Health and Safety**

- To assist with the writing and updating of school policies containing a Health and Safety element
- To assist with preparing accident reports within school for SLT
- To arrange staff Health and Safety training as required. e.g. use of fire extinguishers, use of ladders, manual handling etc
- To assist with risk assessments as required
- To arrange for annual PAT testing of electrical equipment in school

### **Support Facilities Management**

- To co-ordinate and manage the scheduling of minor repairs and maintenance i.e.
  - Painting and Decorating.
  - Joinery.
  - Plumbing.
- Under the guidance of the Headteacher, liaise with contractors in connection with major building works proposed for the school including quotations and/or site visits.
- To assist with risk assessments and COSHH procedures as appropriate.