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| **Job Description** | *ProsperTogether_Circle_BlackText* |
| This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. |

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| **Post Title** | **Office Manager** | **Post No** |  |
| **School** | Castle Bromwich Junior School |
| **Salary Band/Range** | Band C £ 26824 - £ 29540 (actual £ 12429 - £13688) |
| **Responsible to** | Business Manager |

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| **Location** | CBJS |
| **DBS Check**  | Enhanced and Barred List |
| **Special Conditions** | 20 hours per week, term-time only (including 1 inset day) |

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| 1. | **Job Purpose**To manage the school office, ensuring the smooth running of administrative processes. The Office Manager will play a pivotal role in supporting the leadership team, managing school trips as the Educational Visits Coordinator, overseeing the school’s enrichment offer, acting as a first aider, uploading policies, and maintaining the school’s Management Information System (MIS). |

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| **2.** | **Key Responsibilities** |
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|  | **2.1** | **Main Duties** |
|  |  | * Oversee the daily operations of the school office, providing a welcoming and professional service to pupils, staff, parents, and visitors. Cover reception during staff lunch breaks
* Manage, organise, and coordinate all educational visits and school trips, ensuring compliance with relevant guidelines and risk assessments
* Act as the school’s Educational Visits Coordinator (EVC), liaising with external providers and staff to ensure all trips run smoothly and safely
* Serve as a designated first aider, maintaining up-to-date certification and ensuring first aid supplies are available and records are kept
* Maintain pupil medical records on our health and safety software system
* Manage and maintain the school’s MIS system (e.g. SIMS), ensuring data is accurate, secure, and compliant with data protection regulations
* Oversee all administrative systems and office staff, ensuring efficiency and confidentiality at all times
* Support the Headteacher and SLT with administrative tasks and correspondence
* Be a key point of contact for staff, parents, and external agencies regarding administrative and organisational matters
* This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post.
* This job is subject to change as the role develops.
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|  | **2.2** | **People** |
|  |  | * Working collaboratively and co-operatively with all other colleagues
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|  | **2.3** | **Safeguarding** |
|  |  | * The school is committed to keeping children, young people and vulnerable adults safe.
* The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
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|  | **2.4** | **Financial** |
|  |  | * This role has limited financial responsibility
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|  | **2.5** | **Buildings & Equipment** |
|  |  | * Responsible for the correct use and handling of equipment.
* Some responsibility for ensuring that the correct equipment/resources are available for use.
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|  | **2.6** | **Health & Safety** |
|  |  | * The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
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|  | **2.7** | **Policies & Procedures** |
|  |  | * The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
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| **3.** | **Other Conditions** |
|  | **3.1** | **Mobility** |
|  |  | * Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
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|  | **3.2** | **Equal Opportunities** |
|  |  | * School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
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|  | **3.3** | **Variations to Job Descriptions** |
|  |  | * Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
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|  | **3.4** | **Training and Development** |
|  |  | * The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
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|  | **3.6** | **Core Qualities & Leadership Framework** |
|  |  | * The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.
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| **Compiled/Reviewed by:** | Julie Whitehouse |
| **Date:** | September 2025 |