

Job Description

BARNSELEY

Metropolitan Borough Council

DIRECTORATE/DEPARTMENT: EDUCATION

SERVICE AREA: EDUCATION SERVICES

SCHOOL: Corpus Christi Federation

JOB TITLE: School Office Manager

JOB REFERENCE NO: N/A

GRADE: SCALE 6

RESPONSIBLE TO:

HEADTEACHER / Business Manager

Purpose of Post:

To provide efficient and effective secretarial support for the Headteacher and school staff
To be responsible for undertaking administrative, financial and organisational processes within the school and to provide a high standard of administration within the school.
To work as a team member with the Headteacher, governors, wider staff, Diocesan staff, children and parents
To assist with the planning and development of support services.
Contribute to the planning, development and monitoring of support services

Key Areas:

- Organisation
- Administration
- Resources
- Finance
- Human resources
- Buildings

Duties and Responsibilities:

TASKS

Organisation

- To act as personal assistant to the Headteacher, including Diary management
- Deal with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips and events etc.
- Have responsibility for monitoring and maintaining the school budget using FMS
- Organise Music lessons from PADS, Swimming lessons and baths transport, Milk orders, Uniform orders, School Photographs etc.
- Undertake recruitment procedures for staff
- Support lunchtime supervision when requested
- Hold regular meetings with managed staff
- Liaise between managers/teaching and support staff

Administration

- Manage Pupil and Staff records using SIMS – producing reports and returns as required
- Manage manual and computerised record/information systems using Microsoft Office Suite, for example Word, Excel, Publisher
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Manage the administration of Payroll systems – including amendments to contracts, salaries, timesheets, sickness returns, insurance claims, queries re salaries etc
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE, Census returns etc.
- Manage administration procedures for Admission to Nursery
- Manage administration procedures for Admission for school including preparing forms for LA system
- Manage administration procedure for transfer to Secondary school
- Liaise with secondary schools in respect of transitions
- Liaise closely with St Helen's School, Hoyland and St Michael's School Wombwell in respect of Federation of schools
- To open and distribute incoming mail. To dispatch outgoing mail recording appropriately
- To deal with multiple e-mails boxes to and from the school

Resources

- Operate relevant equipment and ICT packages
- Monitor and manage stock within an agreed budget
- Manage orders, sales and distribution, in respect of sold items, for example uniform
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including school building/maintenance projects
- Take a lead role in the recruitment of staff and in managing associated employment procedures
- Manage school licences and insurance
- Manage service contracts
- Assist Leaders in the management of Health and Safety
- Manage financial administration procedures

Finance

- Take a lead role in planning, monitoring and evaluation of the budget
- To be responsible for placing orders, receipt of goods and payment of invoices
- To investigate queries from companies re payment of invoices
- Undertake financial administration procedures and have responsibility for monthly returns to strategic finance.
- Manage expenditure within an agreed budget.
- Manage School Fund account, including banking of all monies and reconciliation of bank statements
- Undertake collection and reconciliation of all monies relating to Dinners, Swimming, PADS, Milk money
- Collect and record weekly payments as appropriate, for example dinner money

RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies /professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Share expertise and skills with others

Date Job Description Revised: EHT

By whom: J Wray

Date: April 2024