



# St. Paulinus Catholic Primary Academy

Inspiring all to live, learn and love in the light of Jesus.

(cf John 8:12)



St Paulinus is committed to creating a diverse workforce. We will consider all qualified applicants for employment.

## Job Description

Job Title: School Office Manager

### Job details

Salary: Grade 9, £28,226 - £30,984 (based on full time, all year round)  
Hours: 37 hours  
Contract type: Permanent, Term Time Only +5 days (salary pro rata)  
Reporting to: Headteacher, SLT  
Responsible for: Administrative Team  
& day to day oversight of Site Caretaking Team  
(in liaison with Chief Operating Officer)

### 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
- Act as first point of contact for staff absence reporting, arrange supply cover as required and conduct return to work interviews.
- 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 that 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



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## Leadership

- Line manage all administrative staff, including reviewing staff performance and carrying out appraisals
- Train and develop administrative staff as appropriate, engaging with third parties to support as required (e.g. health and safety)
- Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
- Develop an office team that delivers and meets the needs of the school
- Take all decisions in line with the vision and values of the school, and encourage others to do the same

## Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide administrative and organisational support to other staff and the governing board
- Oversee and organise the management of admissions procedures in line with the Trust's criteria, maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy
- 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
- 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
- Act as a day to day point of contact for the site caretaking team, supporting them with administration as required.
- Manage and organise completed forms from parents
- Organise and distribute incoming and outgoing post
- Oversee the induction process for new pupils
- Facilitate booking training courses for staff

## Resource management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Ensure accurate and up to date inventory records.
- 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
- Assist with procurement
- Assist with marketing and promoting the school
- Manage financial administration procedures and maintain appropriate records to satisfy audits, assisting with day to day finances as required.
- Assist with the planning, monitoring and evaluation of the budget



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- Manage office expenditure with an agreed budget
- Assist with the organisation of premises repairs under the direction of the Headteacher, SLT and in coordination with the site caretaking team and Chief Operations 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
- Maintain an up to date and compliant single central record (SCR) in liaison with the school's safeguarding lead and headteacher
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Facilitate school staff accessing policies (e.g. pay policy, leave of absence) and support with follow up actions as required (e.g. letter of receipt, arranging meetings within deadlines)
- 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.

## Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

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Postholder's signature:

Date:

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## Job Specification

Job Title: School Office Manager

ATTRIBUTES		RELEVANT CRITERIA		HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Working in an office environment, including experience of word processing, spreadsheets and other computer-based information systems.	Application Form / Selection Process	A
		1.2	Organising, leading and motivating other staff	Application Form / Selection Process	A
		1.3	Analysing and evaluating data	Application Form / Selection Process	A
		1.4	Working with children or young people, or previous experience of working in a school environment	Application Form / Selection Process	C
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Educated to GCSE level or above (or equivalent) including English and Maths, or proven ability to produce work to that level.	Application Form / Selection Process	A
		2.2	NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)	Application Form / Selection Process	B
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Appreciation of the need to maintain strictest confidentiality about all matters concerning school.	Selection Process	A
		3.2	An understanding of the Local Authority's Equality and Diversity Policy, Health & Safety and Risk Assessments and how they impact on the school environment.	Application Form/ Selection Process	B



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4. <b>SKILLS AND ABILITIES</b>	4.1	Excellent attention to detail	Selection Process	A
	4.2	Excellent literacy and numeracy skills	Selection Process	A
	4.3	Competent use of IT packages including word processing & spreadsheets	Selection Process	A
	4.4	Ability to plan, organise and prioritise	Selection Process	A
	4.5	Understanding of safeguarding, data protection, confidentiality,	Selection Process	A
	4.6	Ability to work on own initiative, and contribute to effective working of a team.	Selection Process	A
	4.7	Ability to communicate effectively both orally and in writing.	Selection Process	A
5. <b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Selection Process	A
	5.2	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Selection Process	A
	5.3	Embraces change well	Selection Process	A
	5.4	Deals with difficult situations effectively	Selection Process	A
	5.5	Commitment to ongoing personal training and development	Selection Process	A
	5.6	Ability to adapt and be flexible to the needs of the school.	Selection Process	A



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		5.7	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Selection Process	A
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.