



# **THE STOUR FEDERATION SCHOOL OFFICE MANAGER JOB DESCRIPTION BAND I, SCP 17-20**

**Play. Make their day. Choose your attitude. Be there.**

Note: these are the broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

## **BROAD DESCRIPTION**

Responsible to the Headteacher for the efficient and effective organisation and management of the whole school's administration, including finance, personnel, health and safety and premises. Contribute to school planning and development, working in close liaison with the senior leadership team taking decisions on day to day operational matters within guidelines of work plans, policies and procedures. Such decisions include: planning and prioritising, allocating and organising work, developing and using new technology, monitoring office performance and taking remedial action as required.

Contribute to the school's statutory duty to safeguard and promote the welfare of children. Contribute to establishing and maintaining a culture of safeguarding children.

To maintain and promote the school's vision and values and the Trust's vision and RESPECT values.

## **RESPONSIBILITY FOR OTHERS**

The post has considerable indirect impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety) through contributing to the development of school policies and delivering a service to SLT.

## **RESPONSIBILITY FOR STAFF**

The post has direct responsibility for a small team of staff, including involvement in recruitment, appraisal, supervision, work allocation and checking work.

## **RESPONSIBILITY FOR FINANCE**

The post has responsibility to the Headteacher for accounting for the school's budget and contributing to (advising and guiding) the school's budget setting and monitoring, ensuring effective spend and compliance with the Trust's Financial Management Policy.

## **RESPONSIBILITY FOR PHYSICAL RESOURCES**

The post has considerable responsibility for physical resources, involving responsibility for data/records, premises issues and ordering stocks and supplies.

## **TYPICAL TASKS AND DUTIES**

### **ORGANISATION**

- In the absence of the Office Admin Assistant, oversee reception duties, answering routine telephone, face-to-face enquiries, signing in visitors and managing pupils' registration and attendance.

### **ADMINISTRATION**

- Oversee and manage school administrative systems so that they support the school's aims.
- Undertake administrative support for Headteacher and Chief Finance Officer.
- Maintain and collate pupil records and reports.
- Record pupil and staff attendance.
- Manage the Reception admissions and Year 6 transition processes – liaising with parents and local authority. Have responsibility for the complete in-year admissions process.
- Input and submit data returns to local authority, Department of Education and Education Funding Agency.
- Undertake administration of after school clubs and wraparound care.
- Communicate with parents and other stakeholders by phone, email, newsletter, website or face to face.
- Manage manual and computerised record/information systems.
- Provide and oversee general clerical/admin support e.g. photocopying, filing, completing standard forms, and responding to routine correspondence.
- Be responsible for keeping the Single Central Register up-to-date.
- Keep comprehensive records of CPD/training for all staff.
- Track statutory training and advise the Headteacher of updates as necessary.
- Complete all safeguarding and ID checks (DBS etc.).
- Manage personnel files and records.

### **RESOURCES**

- Operate relevant equipment/IT packages, e.g. Microsoft Office, Google Workspace, MIS (SIMS), email, internet browsers, finance system (Access for Education).
- Liaise with third parties e.g. suppliers.
- Undertake general financial administration e.g. processing orders, banking and completing basic financial reconciliations as required, collating order information, etc.
- Manage the school's online parent payment system (ParentPay)

### **FACILITIES MANAGEMENT**

- Maintain records of all premises' statutory testing. Arrange for statutory testing to take place as necessary.
- Oversee the Building Condition Schedule and ensure the safe maintenance and security operation of school premises to ensure a safe learning environment.
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings, ensuring value for money.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Monitor, assess and review contractual obligations for outsourced school services.

- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- Ensure the building is only used in accordance with the terms of the licence.
- Act as one of the school's Health & Safety responsible person and Fire Warden.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure systems are in place to enable the identification of health and safety issues, hazards and risk assessments and that reporting procedures meet policy and regulatory requirements.

## **OTHER RESPONSIBILITIES**

- Be aware of and comply with policies and procedures relating to safeguarding & child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- Participate in training opportunities and professional development as required.
- To appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.

## **QUALIFICATIONS AND LIKELY ABILITIES**

- NVQ level 4 or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge and experience in a relevant discipline.
- Minimum GCSE (or equivalent) Maths and English at grade A-C.
- Work processing qualifications (NVQ, CLAIT, ECDL) or equivalent knowledge/skill.
- Knowledge of specialist ICT systems, e.g. SIMS, Access for Education, Google Workspace.
- Experience of office administration at a senior/supervisory level.
- Experience of working in a school environment.
- Supervisory or staff management experience and be able to lead a team.
- Financial administration experience.
- Excellent communication skills, oral and written.
- Excellent organisational skills.
- Able to plan and develop systems.
- Effective use of social media.
- Display commitment to the protection and safeguarding of children and young people.
- Value and respect the views and needs of children.
- Be aware and comply with school and Trust policies and procedures (e.g. child protection and safeguarding, Health and Safety, Data Protection, Confidentiality, Financial Management.)
- A calm, friendly, professional and approachable manner.
- The ability to develop strong relationships with stakeholders.
- Willingness to participate in training to grow professionally.