Cottesbrooke Infant & Nursery School

Senior Office Manager

Job Description

Grade: GR4

1. Job Purpose

1.1 To operate, maintain and develop the administrative, HR and financial procedures and systems of the school in partnership with the Leadership and Governors, ensuring that all legal and safety requirements with regard to people and property are fully met

1.2 To function as line manager and appraiser for staff as specified by the school

2. Key Responsibilities

General

2.1 To manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality standards

2.2 Supervision of staff as required including site staff and senior secretary

2.3 Oversee and manage the day-to-day running the School's Information Management System including updates as necessary

2.4 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing

2.5 Management, collection and reconciliation of school monies and providing reports as required

2.6 Responsibility for overseeing the school's admissions procedures and accurately maintaining the pupil related information system

2.7 Responsibility for completing staff returns, and reconciling queries

2.8 Ensuring the provision of quality clerical support including typing/word processing, reprographics and filing

2.9 Responsibility for ensuring that an effective reception and switchboard service is provided

2.10 Supporting Governing Body Committees, including liaison with the Governance Professional regarding preparation and distribution of minutes

2.11 Liaising with staff for organising school visits and extra-curricular activities

2.12 Prepare and distribute statistical data for appropriate agencies as requested

2.13 To keep abreast of current educational developments and undertake relevant CPD when appropriate

2.14 To ensure all tasks are carried out with due regard to Health and Safety

2.15 To undertake appropriate professional development including adhering to the principle of performance management

2.16 Support with the maintenance of the school risk register, providing methods of risk reduction as appropriate

2.17 To adhere to the ethos of the school

2.18 To promote the agreed vision and aims of the school

2.19 Attend appropriate staff meetings and parents' evenings

2.20 Promoting and safeguarding the welfare of children they come into contact with

2.21 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Personnel and Human Resources

2.22 Day to day management of the Personnel records in school

2.23 Give advice to staff and Governors about personnel issues

2.24 Management of HR Processes, within the school, including administration of employment contracts, references, appointment forms, etc

2.25 Responsibility for maintenance of staff absence

2.26 Management of supply cover for absent staff in liaison with the Deputy Headteacher, and management of the Supply Budget

2.27 Assist with the preparation and placing of staffing advertisements

2.28 Handling correspondence relating to personnel issues including references, new appointments and general issues

2.29 To manage other administrative and related support staff and site staff, including, carrying out appropriate performance management and disciplinaries

2.30 To undertake appropriate professional development including adhering to the principle of performance management

2.31 To set an example of personal integrity and professionalism

2.32 Attendance at appropriate staff meetings and parents' evenings

2.33 To coordinate initial HR responses to grievances and disciplinary matters.

2.34 To manage and monitor the register of DBS checks and arrange checks as appropriate

2.35 To maintain and update the School Single Central Record as required

Financial

2.36 Management of Annual and Termly Service Returns/School workforce Census/School Census and responsibility for compiling and returning statistical information as required

2.37 Management of budget for orders and recording of data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met

2.38 Input/output of data and production of associated reports

2.39 To provide relevant information to Financial representative and other officials including Auditors to ensure the finance system is effective and efficient

2.40 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Premises

2.41 To coordinate with the Building Site Services staff, appropriate project management arrangements, funding managements, liaison with contractors, etc

2.42 Liaising with BSS when problems are reported and acting to remedy the problems and also with regard to statutory safety checks

2.43   To oversee appropriate quality assurance procedures are in place and regularly monitored

2.44   Any other duties as commensurate within the grade in order to ensure the smooth running of the school

ICT

2.45   Liaise with IT Technician to ensure efficient management of the Administration Network at all times

2.46   Liaise with the ICT technician to ensure an efficient IT service is available for school users at all times

Health and Safety

2.47   Maintain adequate systems for Health and Safety, reporting to the Headteacher and appropriate Governors as and when required

2.48   Carry out risk assessments as directed by the Headteacher

2.49   To ensure all tasks are carried out with due regard to Health and Safety

3.   Supervision Received

Supervising Officer's Job Title: Head teacher

Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~

2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~

3. Plan own work to ensure the meeting of defined objectives

4.   Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5.   Special Conditions

5.1   None