



## **Job Description - Office Manager H7 - 37 hours (term time plus 3 weeks)**

**Grade: H7**

**Line Managed by: Head Teacher**

### **Main purpose**

To manage the administrative and statutory functions within Oakmere Primary school. The post holder is responsible for Administration Management, Management Information, Human Resource Management, Facility & Property Management and Health & Safety Management of the School.

### **Key responsibilities**

1. Plan, develop, organise and monitor support systems, and procedures.
2. Ensure Health and Safety compliance across the school.
3. Coding and payment of invoices, including collating and submission of monthly financial returns.
4. Liaise with School Finance to allow them to manage the school's financial processes and budgets.
5. Allocate work to administration staff and site manager.
6. Supervise administrative staff and site manager.
7. Monitor service contracts, school licences and insurance.
8. Develop and maintain recording and information systems, including personnel staff.
9. Operate bespoke school information management systems.
10. Responsible for completion and submission of forms, returns etc, including those to outside agencies.
11. Manage lettings and the use of premises for the use of outside organisations and local communities.
12. Coordinate, purchase, repair and maintenance of furniture and fittings.
13. Responsible for effective operation of payroll system.
14. Assist with the management of HR functions in the school, including Recruitment, recruitment & retention of staff, performance appraisals, DBS, SCR, Occupational Health.
15. Produce, and respond to, correspondence.
16. Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
17. Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
18. Manage the Schools maintenance requirements to support a regular and cost-effective maintenance programme
19. Responsible for contractors whilst on site and coordinating projects where appropriate.
20. Arrange tenders and quotes and manage the appointment of external contractors
21. Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
22. Lead H&S induction training for all new staff.
23. Act as H&S Officer and complete termly H&S checklist inspections

### **Individuals in this role may also undertake some or all of the following:**

1. Contribute to the development of administration policies.
2. Provide support, advice and guidance on administrative and health and safety issues to senior staff, governing body and others.



3. Liaise with other staff, pupils, parents/carers and external agencies.
4. Contribute to marketing and promotion of the school.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Job Context**

1. The school has a team of administrative staff who provide the full range of reception and administrative functions.
2. Manages administrative support services who deal with administrative queries that come into the school. Will usually work within clear guidelines and established processes but deals with unexpected problems. Makes decisions on issues where there is no clear process and job holder responds independently.
3. Follows daily and weekly routines with some monthly and annual tasks such as returns.
4. Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.

## **Knowledge, Skills & Abilities**

1. Knowledge for developing and management of relevant administrative/financial procedures, including use of relevant ICT packages and systems, and knowledge of administration policies and procedures, acquired through experience over a period of time and across a range of activities equivalent to national qualifications level 4.
2. Carries out a variety of tasks within set frameworks; requires creative skills for e.g., developing administrative procedures. Analytical skills for interpreting data and complex information.
3. Communicates with staff, pupils, parents/carers, governors, suppliers and a range of other external contacts, responds to a range of difficult issues.
4. Skills for contract negotiation, management and motivation of other administrative staff.
5. Most tasks require keyboard skills used with precision and speed.

## **Supervision**

1. Manages administrative support services.
2. Regular day-to-day allocation of work to others, requiring supervisory responsibility.
3. Line management responsibility for administrative staff and Site Manager.

## **Problems, Demands & Decisions**

1. Makes decisions on issues where there is no clear process and job holder responds independently.
2. Dealing with difficult visitors/parents, resolving issues.
3. Concentration for complex administrative and financial tasks. Has work related pressures through deadlines and interruptions.
4. Exposure to emotionally demanding situations is infrequent.
5. Has contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

## **Dimensions**



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1. Line management responsibility for administrative staff and Site Manager
  2. May feed into financial processes and budgets
  3. Advisory responsibilities in relations to administrative services including planning, developing and maintaining the support systems and procedures.
  4. Develops and maintains recording and information systems.

## **Physical Effort**

1. Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

## **Working Environment**

1. Work is normally carried out in an office environment.

**This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, the post holder may be asked to carry out other tasks that may be reasonably assigned.**

**Oakmere is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers will be subject to an enhanced DBS check and two satisfactory written references.**