



Job description: Office Manager

Featherstone Wood Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: H5

Hours: 37 hours per week

Contract type: Permanent

Reporting to: Head of School

Responsible for: Administrative Assistants

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, financial 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
- 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

Leadership

- Line manage all administrative staff, including reviewing staff performance and carrying out appraisals
- Train and develop administrative staff as appropriate

- 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 personal, administrative and organisational support to other staff and the governing board
- Oversee and organise the management of admissions procedures in line with Hertfordshire County Council, 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
- Manage and organise completed forms from parents
- Organise and distribute incoming and outgoing post
- Manage the induction process for new pupils
- Book training courses for staff

Resource management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- 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 and securing sponsorship/funding
- Assist with marketing and promoting the school
- Manage financial administration procedures and maintain appropriate records to satisfy audits
- Assist with the planning, monitoring and evaluation of the budget
- Manage office expenditure with an agreed budget
- Manage service contracts
- Assist with the organisation of premises repairs under the direction of the School Business Manager
- Manage school licences and insurances
- 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
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- If required, being the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

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.

Person specification

CRITERIA	QUALITIES
Qualifications and training	➤ NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) ➤ GCSEs in English and maths, health and safety qualifications, first aid qualifications
Experience	➤ Working in an office environment at senior level ➤ Organising, leading and motivating other staff ➤ Developing, managing and operating clerical/administrative/financial and organisational systems ➤ Managing staff ➤ Working with children or young people ➤ Managing school finances and budgets ➤ Analysing and evaluating data
Skills and knowledge	➤ Good knowledge of financial regulations ➤ Excellent attention to detail ➤ Excellent literacy and numeracy skills ➤ Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems ➤ Ability to use relevant office equipment effectively ➤ Ability to plan, organise and prioritise ➤ Understanding of data protection and confidentiality ➤ Understanding of safeguarding

Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively
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Notes:

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

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process.

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.

Signed:

Print Name:

Date:

Last review date: September 2024

Next review date: September 2025