



Codicote C of E Primary School

Job description for:

Title of job: Office Manager

Salary Range: H5

Hours: 15 hours per week

Reports to: Headteacher

Date: October 2026

Main purpose of job

- To lead and manage the day-to-day administration of the school office, ensuring efficient and professional administrative support across the school.
- To hold responsibility for attendance, admissions, school meals administration and the management of office systems and processes.
- To act as a key point of contact for parents, staff, governors, external agencies and visitors, contributing to the smooth and effective operation of the school and providing administrative support to the headteacher.

General duties

Attendance

- Manage and maintain the school's attendance systems and records.
- Monitor daily attendance and punctuality, ensuring registers are completed accurately.
- Follow up unexplained absences in line with school procedures and safeguarding requirements.
- Produce attendance reports for the Headteacher, governors and external agencies as required.
- Support the implementation of attendance improvement strategies.
- Coordinate attendance correspondence, meetings and records.
- Liaise with parents regarding attendance concerns and provide appropriate support and guidance.
- Ensure compliance with statutory attendance regulations and local authority requirements.

Admissions

- Administer the school's admissions processes in accordance with local authority and school procedures.
- Manage admissions enquiries from prospective parents.
- Organise school tours and provide admissions information.
- Maintain accurate pupil records and admission documentation.
- Coordinate pupil transitions, including admissions, transfers and leavers.
- Liaise with the Local Authority regarding admissions, waiting lists and pupil movements.
- Ensure pupil data is accurately recorded on the school's Management Information System (MIS).
- To coordinate all paperwork and communication, including arranging meetings, regarding starting school in Nursery and Reception

School Meals

- Administer school meal ordering systems and maintain accurate meal records.
- Process free school meal applications and maintain confidentiality.
- Liaise with catering providers regarding meal numbers, dietary requirements and pupil needs.
- Monitor and reconcile school meal payments where applicable.
- Produce reports relating to meal uptake and free school meal eligibility.
- Support parents with school meal registrations and enquiries

Office Management and administration	
	• Welcome visitors to the school and manage access to the school site in line with school policy and practice. • Lead the daily operation of the school office, ensuring a welcoming, professional and efficient service • Maintain the school diary – making appointments and noting events • Manage administrative systems and procedures to support school operations. • Support the organisation of school events, meetings and training. • Supervise and support administrative staff where applicable. • Ensure effective filing and record-keeping systems are maintained. • Maintain pupil electronic and paper records, ensuring compliance with data protection requirements. • Assist with census returns and statutory data submissions. • Maintain office supplies and administrative resources. • Liaise with external professionals • Coordinate provision of first aid cover for children as needed, decide on treatment of injured children in consultation with other school staff and call parents as appropriate. • Provide tea and coffee for visitors as appropriate. • Support the administration of educational visits and school activities. • Complete statutory returns as required by HCC and DFE • Always maintain confidentiality and security of information.
Communication	
	• Use communication systems to send information to staff, families and governors as required. • Manage school communications, including telephone enquiries, emails, letters and parent correspondence. • Manage written communication including the main school email account – responding to routine emails as appropriate, circulating and prioritising to relevant staff and co-ordinating staff responses.
Safeguarding and Compliance	
	• Promote and safeguard the welfare of children and young people. • Follow all school safeguarding, child protection and health and safety policies. • Support safeguarding processes by reporting concerns appropriately. • Ensure compliance with GDPR and data protection legislation. • Assist in maintaining statutory records required by Ofsted, the Department for Education and the Local Authority.
General Responsibilities	
	• Develop positive working relationships with pupils, parents, staff, governors and external agencies. • Contribute to the school's ethos, values and wider development. • Attend relevant meetings and training as required. • Undertake other duties commensurate with the grade and responsibilities of the post.
Entitlement:	Performance management Professional advice and support from the Headteacher and Deputy Headteacher
Review	This job description will be reviewed annually, as part of the performance management process. It can, of course be amended at any time, following consultation.