

Job Description

Job Title	Office Manager (Primary) Unique
Grade	2020 Scale 7 (2019 Band 4)
Reports to	Headteacher
Liaison with	Headteacher, Other Staff, Visitors, External Agencies, Parents, Pupils, ECC Staff, Governors
Responsible for	Administrative Support Staff
Purpose of Job	<ul style="list-style-type: none"> To be responsible for the management of the administrative support function, ensuring the provision of an effective and efficient service. To be responsible for office personnel matters and office staff development in liaison with the Headteacher.
Duties	<ul style="list-style-type: none"> To have overall responsibility for all work undertaken by the office staff and to plan, allocate and monitor workloads, ensuring adequate office cover during staff sickness. To assist the Headteacher in the appointment of office staff. To be responsible for the training of new office staff. To ensure an effective appraisal system is operated for all members of the office staff and undertake their appraisal. To initiate and keep under review the personal development plans of office staff and submit recommendations to the Headteacher on staff development and training needs. To have overall responsibility for the preparation and maintenance of the manual and computerised pupil data records, allocating tasks to admin staff as appropriate. Oversee the daily pupil registration process. Ensure online registers are checked and absences are followed up. Oversee the preparation of termly reports & letters to parents. To ensure the admissions process is carried out in accordance with the school's admissions policy and procedures and all new pupils are admitted correctly according to the admission criteria. To oversee processing of Year 6 leavers, liaise with secondary school and ensure all pupil records and CTF files are forwarded appropriately. To complete the school census each term in accordance with regulations – ensuring funding opportunities are identified correctly. To be responsible for identifying pupils who qualify for FSM & Pupil premium. To take particular responsibility for dealing with complex enquiries or difficult visitors/callers as required. To assist office staff with queries and problems arising from their specific responsibilities. To produce a database of standard letters, forms etc using standardised school format. To ensure office staff use standard documentation as appropriate.

	<ul style="list-style-type: none"> • To be responsible for the office email account, ensuring emails are dealt with and responded to promptly, and forwarding emails as appropriate to other staff members. • To have overall responsibility for the Eduspot websites, ensuring pupil/staff records are up to date and ensuring messages & emails are sent as required. • Have an overview of relevant websites, in particular the Essex Infolink page, and act on information received. Access the secure DfE sites as necessary. • To oversee the stock management of supplies and consumables for administration and reprographics. • To assist the Finance staff with maintenance of accurate staff absence, supply and lettings records. • To be responsible for ensuring that all pupil and parent payment records are securely stored and that access is restricted to authorised personnel. • To manage pupil-related document retention in accordance with the school's retention procedures. • To ensure that all data processing activities within the office are compliant with the school's data protection policies and procedures. • To ensure school security arrangements are always complied with, including the issue of visitor's badges and visitors signing in/out. • Ensure all volunteers in school have suitable DBS clearance, completing online applications and verification as necessary following the school's procedures. • To coordinate fire evacuation drills, liaising with the Headteacher as required, ensuring office staff follow correct fire evacuation procedures. • To liaise with the Headteacher with regard to supply cover for teaching/LSA arising from staff sickness and training courses. • To act as confidential secretary to the Headteacher • To liaise with external agencies where appropriate
	<p><u>General</u></p> <ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities in accordance with the role, for health and safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
	<p>The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</p>

PERSON SPECIFICATION
Office Manager

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy school environment Educated to NVQ Level 4 or equivalent
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills

		Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others