

Job Title	Office Manager	
Service Area	Primary School	
Team	Support Staff	
Reports to:	Headteacher	
Responsible for (include people and resources)	Office Staff	
<p><i>The school is committed to safeguarding children and providing and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</i></p> <p>Purpose of the Job: Oversee the smooth running of the school office and school's finances.</p> <p>The clerical staff have frequent contact with pupils and are often the first point of contact for parents and visitors to the school. Office staff should have genuine liking for primary age children and an awareness of their needs. Equally they must have the ability to relate effectively with all adults.</p> <p>The Office Manager must work in co-operation with the Headteacher maintaining the school office.</p> <p>The Office Manager is responsible for the day- to- day management of other clerical staff.</p> <p>The Office Manager must provide secretarial and administrative support to the Headteacher and to carry out a range of duties under his/her general direction including the management of the school office.</p> <p>The Office Manager must be responsible for the administration of all financial matters working with the School Business Manager.</p>		
Major duties and responsibilities		
<ol style="list-style-type: none"> 1. To uphold and comply within the statutory provision of the Health and Safety at Work Act 1974 and any other relevant legislation, Trust policies and procedures relating to Health and Safety at work. 2. To be responsible for maintaining all systems for the efficient running of the school office. 3. To provide secretarial support to the Headteacher, including filling, word processing of correspondence, Governors reports / AGM reports, job descriptions, prospectus, special needs reports, references, pupil performance data, school policies and guidelines and school development plan. 4. To assist in keeping the school website up to date. 		

Major duties and responsibilities continued

5. To be responsible for the reception of visitors to the school and, in the absence of the Headteacher, show visitors around the school.
6. To assist in keeping up-to-date accounts of budgetary expenditure for the school, and assist in running the school bank account.
7. To assist the Business Manager in managing the computerised financial system keeping comprehensive records of all transactions and petty cash expenditure.
8. To assist the Business Manager in co-ordinating the process of internal and external audit and implement any action plan arising from this.
9. Assist in the preparation of statistical information for the Governors and the DFE.
10. To arrange school outings liaising with the venue, coach company and the school, working out costings and typing letters to parents. Be responsible for the balancing of monies received from class teachers and subsequent banking.
11. To be responsible for the daily use of the email communications system.
12. To contact surveyors / contractors and other agencies to obtain quotations and negotiate best value for the school for various maintenance and / or building works needed to repair and maintain the fabric of the school and playground areas, including liaising with caretaker and the Headteacher to schedule dates for works to be carried out.
13. To ensure payment of contractor's invoices for work completed.
14. To assist in obtaining relevant supply staff to cover teacher absence, midday assistant absence or LSA absence due to illness / course / non-contact time including completing all necessary paperwork involved in cover.
15. To monitor leave and holiday entitlement for all school based staff ensuring relevant forms are completed, approved and payroll advised where necessary.
16. To be responsible for the repair / replacement of all office equipment, including the administrative computers and associated software.
17. To be responsible for managing software programs in connection with administrative computer systems, including overall responsibility for the dinner money and school.

18. To be responsible for liaising with Parent Teacher Association and other parties regarding lettings / fund -raising activities and donations.
19. To be responsible for organising the clerical procedures for the election of parent governors, including liaising with the Headteacher on the agreed timetable of dates, producing voting papers to parents and typing the candidates' information sheets.
20. To be responsible for word processing, including correspondence and necessary curriculum typing for all the teaching staff to a high standard.
21. To assist with the associated administrative processes relating to recruitment, ie arranging interviews, reference requests and monitoring applications. To manage the process of collating the appropriate documentation on appointment of new staff and when contractual changes are required.
22. To ensure compliance with the guidelines of the Data Protection Act and GDPR.
23. To deal with enquires by telephone, in person or in writing.
24. To take messages and arrange appointments for the Headteacher.
25. To maintain inventories of furniture and equipment.

Major duties and responsibilities continued

26. To inform necessary agencies in the event of a break-in or acts of vandalism at the school premises and to deal with all the paperwork related to insurance claims.
27. To understand and comply with the schools Equal Opportunities Policy.
28. To record and send off all supply / additional hours staff claims on the due dates and subsequently checking these with general ledger printouts.
29. Carry out or arrange for reprographic duties as required including day to day maintenance of the photocopier.
30. Co ordinate the organisation of visitors such as the school nurse, photographer, dentist, etc.
31. Oversee the ordering and control of resources.



32. Oversee the organisation of peripatetic music lessons, including the invoicing and collecting of fees.

33. To undertake any other duties as may be reasonably expected within the grade of the post.

Responsibility for resources

This includes details of any plan, equipment, vehicles, property or cash for which the post holder is financially and identifiably responsible.

Notes:

1. The Emmanuel School Trust (TEST) expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job description, but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This post will be subject to review with the postholder after one year and may then be reviewed from time to time
4. This post is subject to a probationary period.