

January 2016

<b>VICTORIA C OF E INFANT SCHOOL AND NURSERY</b>
<b>JOB DESCRIPTION</b>

**TITLE OF JOB : Office Manager**

**GRADE : H7**

**REPORTS TO : Head Teacher**

### **1. JOB OUTLINE**

#### **1 a) REASON JOB EXISTS**

The Office Manager will provide comprehensive secretarial and administrative lead and support to the Head Teacher and Governors in the smooth and efficient running of the school through clerical, administrative and financial duties.

#### **1 b) MAIN AREAS OF RESPONSIBILITY**

**Under the direction of the Head Teacher, the Office Manager will be responsible for supporting all aspects of the day-to-day organisation and maintenance of the school office and its procedures.**

**This will include:**

- Undertake reception duties including response to telephone and personal enquiries.
- Ensuring first contact with school is pleasant and informative.
- Deliver visitor management procedures.
- Update and maintain school electronic diary.
- Assist with pupil welfare matters, including contacting parents and staff.
- Provide clerical support, this to include photocopying, filing, email and answering routine correspondence
- Deliver Parent Communication including email, text, social media, Twitter and newsletters
- Maintain manual and computerised records.
- Maintain all input data for pupil admissions, starters, leavers and attendance data.
- Deliver outside/ parental correspondence including preparation of the school census (SIMS), annual data collection sheets.
- Undertake typing and word-processing, and other IT based tasks.
- Carry out routine financial (delegated separation of duties) and administrative tasks, including the collection of money and the completion of records and registers in accordance with school policy
- Contacting parents and liaising with staff.
- Complete and submit statutory and other data to senior management team and the governing body, as required.
- Undertake typing and word processing and take notes of meetings
- receiving and handling telephone enquiries and emails, dealing with queries and providing general information about the school
- keeping pupil and staff records, and completing of returns to the LEA, DfE and others, as appropriate

- providing statistics from the above records as required for the Headteacher, governing body, LA, DfE etc
- be responsible for a variety of financial and ordering systems, such as milk supplies, etc.
- be responsible for all school banking
- be responsible for compiling and sending school post
- to raise invoices when required
- be responsible for the payment of invoices
- order stock through the raising of purchase orders on RM Finance
- maintaining up to date financial records
- pursuance and collection of debts
- monitoring of financial payments (e.g. payroll, HCL)
- monitoring of class trip payments and reimbursements
- maintaining the school's fund account
- carry out financial and administrative tasks, processing work and equipment order, maintaining and collating pupil record
- complete and submit statutory and other data to senior management team, governing body, the LEA and external agencies (including governing bodies) as required
- manage agreed budgets, ensuring the associated administration and financial reporting meets approved standards

### **Management Information Systems**

#### **The Office Manager will:**

- be familiar with the management, operation, use and interpretation of sims.net
- keep Assessment Manager up to date and liaise with the Assessment coordinator
- send CTFs to the LA

### **Additional Duties**

#### **The Office Manager will:**

- complete administration of staff contracts and supply
- oversee and administer payroll and remote timesheet
- oversee day-to-day running of staff absence insurance
- vacancy administration, sending/emailing application forms;
- responsibility for overseeing human resource operations and safer recruitment
- act as line manager and be responsible for appraisals
- develop office systems
- Head Teacher's PA
- Maintain Disaster Recovery/ contingency plan

### 1 c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

### 1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

### 1 e) CRIMINAL RECORDS BUREAU

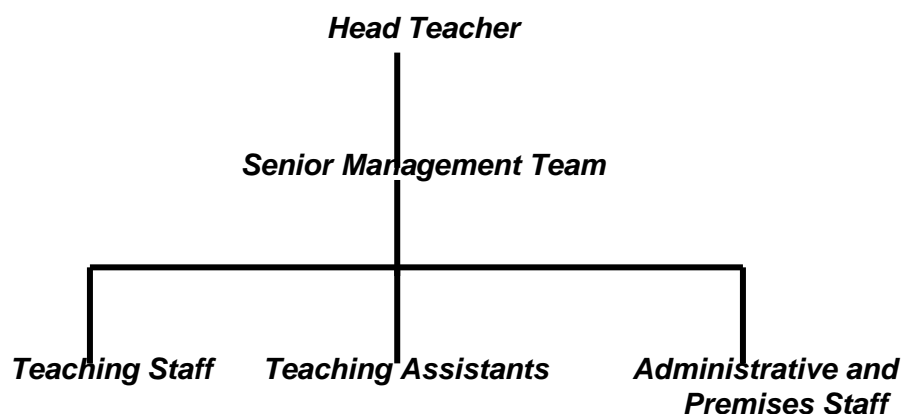
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note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

### 1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**\*\* 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.**

## 2. ORGANISATION CHART



## 3. SUPERVISION

The jobholder is managed by the Head Teacher with whom there is likely to be daily contact.

The jobholder manages a small team of administrative staff.

#### **4. JOB CONTEXT**

The job holder is responsible for all of the school's administrative, reception and back-office functions.

Work will be generated by senior and middle managers and by parental and governor enquiries. The requirements of government and other external bodies, including the LEA, will be routinely passed to the jobholder

#### **5. CONTACTS**

The jobholder will work with all members of staff in the school and have contact with parents, visitors, governors and the LEA.

#### **6. KNOWLEDGE, EXPERIENCE AND TRAINING**

- Experience of clerical and administrative work.
- Excellent numeracy and literacy skills.
- Basic knowledge of first aid.
- Ability to use standard office software
- Ability to organise, lead and motivate staff.
- Ability to work in a team
- Understanding of the needs of children.
- Evidence of accredited learning relevant to the post (at NVQ3 level) is desirable but not essential.
- Experience of working with school office systems would be desirable but not essential.

#### **7. PROBLEMS AND DECISIONS**

The jobholder must organise the collection and reporting of financial and staffing data for the governing body, the LEA and the DfES.

The jobholder exercises discretion in filtering letters and phone calls for the headteacher (and other senior managers) whilst ensuring that all enquiries are dealt with expeditiously.

#### **8. DIMENSIONS**

The job requires the recording and banking of small sums of money collected from stakeholders.

The jobholder is assisted by post holders at grades between H2 and H3.