



Westfield Primary School
Job Description
Office Manager

Grade: H4-H5

Job Purpose

- To organise the office staff, to ensure the smooth and effective running of the School Office
- To ensure that the office staff workloads are efficiently managed and prioritised to meet relevant deadlines
- To lead all office and associated activities providing guidance and support for staff as required
- To provide administrative and organisational support to the school under the management and guidance of senior staff
- Update general office procedures to reflect current practice and embrace new technologies
- To provide a full range of finance administration and management of the school finances

Key Responsibilities

- Provide administrative, and organisational services to the school
- Responsible for business and financial management of school resources
- Manage / supervise administrative staff
- Line and performance management of administrative staff
- Management of facilities, including premises, lettings and liaising with external contractors
- Oversee and implement financial procedures and undertake all financial transactions/activity within the school
- Manage the procurement process in conjunction with an SLT member, including monitoring of service contracts, licences and insurance
- Work with the Headteacher / senior staff to prepare the annual budgets and produce a range of financial information and data for the senior leadership team
- Manage the financial management systems including maintenance of free school meals records
- Liaise with pupils, parents/carers, staff and external agencies
- Process forms, returns including Census
- Maintain accurate pupil and staff records, attendance data, and other administrative records in compliance with regulatory requirements
- Safeguarding – oversee entry/exit procedures to/from the school for all staff, pupils, parents, carers and visitors
- Oversee all DBS checks and take responsibility for the Single Central Record
- To manage the admissions and removal from roll process in school
- Compose a variety of documents (newsletters, spreadsheets, reports, letters and emails)

Individuals in this role may also undertake some or all of the following:

- Contribute to marketing and promotion of the school
- Organise arrangements for school visits and events
- Assist with funding / grant submissions
- Maximise funding for the school through identifying income streams

Job Context

- The job holder is responsible for all of the school's business and administration functions
- The school has a team of administrative staff who provide the full range of reception and administrative functions
- Manages administrative support services who deal with administrative queries that come into the school. Will usually work within clear guidelines and established processes but deals with unexpected problems. Makes decisions on issues where there is no clear process and job holder responds independently.
- Follows daily and weekly routines with some monthly and annual tasks such as returns.
- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.
- Finance roles do cover some broader administrative work but have a focus on finance related tasks, ranging from routine data entry transactional tasks to more strategic planning and management roles at higher grades
- Communicates a range of financial information both verbally and in writing with the senior leadership team and other staff

Knowledge, Skills & Abilities

- Knowledge of business and administration management, across a range of activities, such as finance, procurement, administration and staff management, acquired through experience
- Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations and financial reporting
- Keyboard skills, applied with precision and speed
- Communicates with staff, pupils, parents/carers, governors, suppliers and a range of other external contacts, responds to a range of difficult issues
- Skills for contract negotiation, managements and motivation of other administrative staff

Supervision

- Responsibility for specified administrative duties requiring a degree of initiative
- Regular day-to-day allocation of work to others, requiring supervisory responsibility
- Line management responsibility for administrative staff

Problems, Demands & Decision

- Makes decisions on issues where there is no clear process and job holder responds independently
- Dealing with difficult visitors/parents, resolving issues
- Concentration for complex administrative and financial tasks. Has work related pressures through deadlines and interruptions
- Exposure to emotionally demanding situations is infrequent
- Has contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils / administration of first aid
- Routine decisions on finance and administrative tasks (such as making payments and financial entries)
- Resolves financial queries

Dimensions

- Budget management and income generation responsibilities
- Responsible for financial administration for the school
- Manage the procurement process, may prepare and submit bids for funding

- May manage a number of small budgets of their own admin
- Will have responsibility for monitoring the whole school budget with the Headteacher
- Line management responsibility for administrative staff
- Will be issued with a range of ICT equipment to facilitate undertaking the work of the post
- The work area that the post holder leads on involves a range of systems, records management and databases
- Develops and maintains recording and information systems

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads

Working Environment

- Work normally carried out in an office environment

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- To provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

The post holder will be line managed by the Headteacher

29.05.2024