



Hobbs Hill Wood Primary School

Job Description

Location	Hobbs Hill Wood Primary School
Role	1 day Office Manager
Pay grade	H6/7 depending on experience

Purpose of the Role: To manage the school office.

Responsibilities:

1. Manage/supervise office administration staff
2. Manage admin email
3. Produce and respond to correspondence
4. Liaise with staff, pupils, governors and parents and carers and with external agencies via written communication, face to face and electronic communications
5. Provide administrative and organisational services and advice to the school including:
 - a. Prepare/filing signing in/pupil sheet
 - b. Checking attendance registers and following up pupil absence
 - c. Daily print of fire register
6. Check and circulate the school newsletter
7. Update information on the school website in accordance with the 'website – table of responsibilities' schedule
8. Manage medical protocols – maintain up-to-date pupil health records in line with Supporting Children with Medical Needs policy
9. Manage Evolve for school trips
10. Process expenses, cheques, account transfers and direct online payments using the accounting software accordingly.
11. Provide first aid.
12. Annual set up and monitoring of the Year 3 Laptop scheme
13. Ensure compliance with GDPR by ensuring all data is kept securely in line with school policies.
14. Prepare handover sheet for the Officer Manager for each Monday

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

1. Support the school's attendance officer to complete follow up actions
2. Contribute to marketing and promotion of the school
3. Issue and sell pupil uniform and stationery
4. Respond to reception and visitor enquiries
5. Undertake reception duties.

Please see separate person specification.

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 DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

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.

I accept this job description

NAME and SIGNATURE

DATE