



## Job Description

### Details of Post

- Title: Office Manager (Level 4b) Primary
- School: Selattyn C of E Primary School
- Reporting to: Head Teacher and Governing Body
- Main Workplace: Selattyn C of E Primary School
- Post Number: P14353
- Grade and SCP: Grade 8 (SCP 18)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements.*

### Purpose of Post

- Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including coordination and delegation of relevant activities.

### Principal Duties and Responsibilities

#### 1. Organisation

- Supervise, train and develop staff as appropriate and provide personal, administrative and organisational support
- Hold regular team meetings with managed staff
- Undertake recruitment/induction/appraisal/training/mentoring of other staff
- Assist with first aid
- Undertake reception duties and answer telephone enquiries as necessary
- Organise school trips/events

#### 2. Administration

- Maintain manual and computerised records/information systems
- Provide clerical support e.g. photocopying, filing, faxing, e-mailing, post sorting and distribution
- Undertake routine administration e.g. registers, school meals etc.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Respond to complex confidential correspondence as required, under the direction of the Headteacher
- Take notes at meetings
- Provide organisational and complex advisory support to the Governing Body

- Be responsible for the completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
- Manage facilities including premises, lettings and associated income, buildings and projects
- Responsible for Health and Safety
- Maintain Single Central Records
- Monitor attendance, liaise with parents/EWO

### **3. Resources**

- Be responsible for the selection and management of resources, including management of expenditure within an agreed budget and regular audit of resources
- Undertake research and obtain information to inform decisions
- Take a lead role in planning the budget
- Monitor budgets and prepare financial reports
- Undertake financial administration e.g. processing orders/invoices, collecting and recording cash, banking etc
- Manage uniform/ snack/ other 'shops' within the school
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Take a lead role in the planning, monitoring and evaluation of the budget
- Maintain School Fund accounts and present for audit
- Monitor and manage stock and supplies, and re-order as required
- Health & Safety management

### **4. Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Establish constructive relationships and communicate with other agencies and professionals

### **5. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

### **6. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

### **7. Other Duties**

- Any other duties that the Headteacher/EHT/CEO/Governing Body/Trustees feel is/are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

## 8. Review and Signatures

- This job description is subject to review by the Headteacher/EHT/CEO/Governing Body/Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

### Job Description and Personal Specification agreed by:

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....