



## Courthouse Green Primary School



**Job Title: Office Manager – Grade 5**  
**Time: 7.45am to 3.45pm (3.15pm on Friday)**

### Job Purpose

To organise and manage an efficient and effective administration office, including some personnel functions.

To ensure the provision of an efficient administration service to the school, focusing on customer service and providing a professional and welcoming environment to visitors, staff and children.

To provide support to the Operations Manager and senior leaders as required.

### Duties and Responsibilities

Under the direction, supervision and support of the Operations Manager:

- Manage and oversee all office administrative functions, ensuring they run smoothly, efficiently and in a timely manner.
- Be pro-active in planning and prioritising tasks, in accordance with the needs of the school.
- Line manage the administrative team, prioritising workloads, offering support and encouragement to ensure deadlines and high standards of work are achieved.
- Assist in the recruitment of, and undertake induction procedures for new staff
- Manage the staff development of the team, including carrying out Professional Growth meetings and regular support meetings.
- Monitor and maintain training records on the Smartlog system.
- Input accidents and incidents on CPOMS or Smartlog as required.
- Use a variety of online systems to report and manage data including, but not limited to, Arbor MIS, Smartlog, Access Finance, SCR tracker, Collect, Datalocker, MyEmployment and Net2.
- Maintain the Single Central Register, ensuring the data is always up to date and accurate.
- Manage orders, including ensuring deliveries are checked and updated on Access.
- Support in month and year end processes, including ensuring outstanding orders are chased and cleared and card statement reconciliations are completed.
- Be pro-active in implementing, developing and maintaining administrative systems and procedures, to provide clarity and consistency for all staff.
- Report and collate all staff absence, complete necessary documentation and liaise with SLT to arrange cover as required. Support senior leaders to ensure Promoting Health at Work processes are carried out in accordance with school/Trust policy.
- Ensure communication systems and procedures are maintained efficiently, including incoming calls and queries and correspondence to parents.
- Be a driving force for becoming a paperless school with good use of e-mail, web-based communications systems and other technology applications.
- Deputise for the Operations Manager in their absence, where possible.

- Complete and submit the school and workforce census, ensuring data is accurate and submitted by deadline dates.
- Be pro-active in ensuring parents are encouraged to apply for free school meals and that FSM data is accurate and complete to ensure maximum funding is received.
- Collaborate with staff at other schools in the Trust and share good practice. You may occasionally be asked to help cover at other schools within the Trust, if necessary.
- Any other duties and responsibilities within the range and scope of the salary grade.

**Responsibility for the management of the following key admin functions includes but is not limited to:**

- Reception duties: phone calls, visitors, staff queries, deliveries, post
- Rising five and in-year Admissions
- Nursery Admissions
- Arbor data maintenance including data collection
- Wrap Around provision
- Census
- Workforce Census
- SEN administration
- Ordering processes: raising, chasing, checking deliveries, updating finance system.
- All Staff Absence and Sickness including arranging cover
- Parents Evenings and other school events such as School Fete.
- School Reports
- Correspondence to parents using a variety of forums.
- Newsletters/website updates.
- General copying, printing and laminating, including certificates for award ceremonies
- Maintaining stocks of stationary, first aid supplies and curriculum resources
- Liaise with the finance office to ensure orders and deliveries are processed correctly
- School Trips and events

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The Trust will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the Trust's policy's and procedures to protect themselves and others around them. Health and safety does not stand alone, it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements.

The Trust is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the school Data Protection policy.

## Office Manager Person Specification

AREA	ESSENTIAL	Measured by
<b>Skills and Knowledge</b>	Knowledge and experience of school office procedures and practices	<b>Job Application and Interview</b>
	ICT equipment and network systems, including online systems	
	Patience and the ability to deal with competing demands	
	Able to lead and motivate a team of staff	
	Flexible attitude towards day to day tasks	
	Ability to remain calm and professional under pressure	
	Ability to work as part of a team and with minimal supervision	
<b>ABILITIES AND EXPERIENCE</b>	Able to maximise use of ICT systems for optimum efficiency	
	Able to implement, develop and maintain administrative procedures and systems and ensure staff adhere to these	
	Ability to deal calmly and sympathetically with parents, staff and children	
	Liaise and communicate effectively with a wide variety of people including parents, staff, colleagues, agencies and Senior Leaders to offer advice, guidance or gain information to enable planning and prioritizing of work.	
	Able to respond quickly and calmly to emergency situations or disruptions.	
	Able to plan effectively so work is completed in accordance with timescales and deadlines.	
<b>PERSONAL QUALITIES</b>	Commitment to promoting the ethos and core values of the Trust	
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	
	Ability to work under pressure and prioritise effectively	
	Commitment to safeguarding and equality	
	Able to deal with difficult situations calmly and effectively	
	Able to embrace and manage change, both for self and other staff.	
<b>SPECIAL REQUIREMENTS</b>	The Trust is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check	