

Job Description

Vacancy Reference No:**Job Title:** Office Manager**Job Number:** L3287D**Directorate:** People**Post Number:****Service:** Schools**Grade:** Grade 5**Location:** Gosford Park Primary School

37 hours per week (9.00 am – 5.00 pm Monday to Thursday and 9.00am – 4.30pm on Friday, including half hour unpaid break), term time only, plus teacher days, plus 1 additional week to suit school needs (40 weeks).

Job Purpose

Under the direction of the School Business Manager, the post holder will organise and manage an efficient and effective administration function to support the school, ensuring that adequate systems and processes are in place to meet the needs of this large, busy organisation.

Main Duties and Responsibilities

1. To manage the admin team, prioritising workloads, organising cover, offering support and encouragement to ensure deadlines and high standards of work are achieved, whilst managing the staff development of the team - identifying training needs and setting targets for improvement.
2. To work as part of the admin team, maintaining an efficient telephone and messaging service responding to queries/enquiries in a professional and timely manner.
3. Establish and maintain internal communication, administrative and clerical support procedures and record systems including the operation of SIMS.net.
4. Ensure the smooth processing of incoming and outgoing correspondence, including overseeing the compilation of the School Newsletter.
5. Be responsible for maintaining and updating manual and computerised records and filing systems, production of statistics, completion of returns and assistance in the provision of information in relation to:-
 - a. Pupil admissions, leavers, attendance and achievement, Nursery and Year End processes.
 - b. Other School matters.
6. Ensuring the School Census and School Workforce Census are completed accurately and uploaded to the necessary Government sites.
7. Ensure necessary filing systems are maintained, accurate and easily accessible whilst also being a driving force behind a less paper based office with good use of e-mail and other technology applications.

8. Ensure telephone records and emergency contact details are maintained, whilst continuing to develop all effective methods of communication with parents including ParentPay messaging, email and website updates.
9. Working with the school's ICT Technician, to ensure that the school complies with the General Data Protection Regulations (GDPR) and that all admin documentation maintained to be compliant, and data deleted and disposed of within agreed timescales.
10. Ensuring that all school resources are maintained including stationery, uniform, stamps etc..
11. Supporting the School Business Manager in establishing sound financial control, monitoring procedures in line with the Local Authority's (LA) Fair Funding Scheme of Delegation and School's Financial Values and Standards report.
12. To provide financial and management information to the School Business Manager, School and other stakeholders, where appropriate.
13. Ensure accurate input of data into the school's financial accounting system FMS6 – supervising all financial transactions.
14. Managing the production, checking and postage of VAT information to the LA.
15. Managing the collection, reconciliation and recording of payments for various schemes and school activities, petty cash, preparation of invoices and collection of fees for extra- curricular training, banking of monies, inputting information onto the finance module (FMS6) of the school's financial accounting system.
16. Ensure that payments made through the SIMS system for dinners, trips, activities, book bags and uniform are managed and allocated to the correct budgets.
17. To maintain and control school budgetary allocations. Ensure effective monitoring procedures with clear audits of funds and that the necessary external audits are prepared for.
18. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

This job description may be amended at any time, following consultation between the School Business Manager or Headteacher and the Post-holder. It will be reviewed annually.

Responsible to: School Business Manager

Reviewed and updated in July 2022

