



<b>Job Title:</b>	OFFICE MANAGER (Assistant to the School Business Manager)	<b>Job Number:</b>	L3986D
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>	Education	<b>Grade:</b>	5
<b>Location:</b>	Moseley Primary School		

### **Job Purpose:**

To manage the main School Office and support in the provision of efficient and effective services throughout the school. Assisting with the planning, organisation and delivery of financial and budgetary management, human resources, site and administrative management.

### **Duties and Responsibilities**

#### **Strategic/Leadership Role:**

1. To assist the Headteacher and SBM in contributing to the formation, implementation and reviewing of policy and planning with regard to developing and improving the support services. To maintain a creative and flexible approach to the organisation of support services across the School, responding to changing circumstances.

#### **School Finance**

2. To have day to day responsibility of designated financial affairs in school – Extensive use of Bromcom Finance Module broadly but not inclusively covering the following - ordering, invoicing, VAT reports, salary downloads, accounts receivable, chasing up debts and queries etc
3. To assist the Headteacher, SBM and Governors as required with budget issue and control, compiling reports and reviewing financial procedures
4. Research “best value” for school purchases and get appropriate quotes e.g., staff insurance
5. Support SBM with financial year end, CFR Reports
6. Manage school lettings and invoicing debtors, issuing receipts, banking monies
7. Ensure strict controls in place for financial security and audit purposes e.g., cash systems, safe storage of monies, monitoring spending from cost centres
8. Banking monies, including recording on Bromcom Finance Module

9. Support SBM to negotiate service level agreements for external suppliers e.g., photocopier, telephone
10. Oversee income from EDGE CLUB (before and after school provision) and DYNAMOS/NURSERY (Early years provision) by overseeing maintenance of accounts/funding forms/codes for Early years free entitlement and chasing of payments where necessary.
11. To assist SBM with the purchasing and servicing arrangements within the school, including orders, obtaining quotations and administration of the tendering process. Liaise with departments and external suppliers and advise on purchases and decisions on tender.
12. Ensure the accurate input of information to the school's MIS and other computer systems including maintenance of school inventory on the finance system.

### **Human Resources**

13. Manage and organise workload of administrative staff, ensuring harmonious working relationships and efficiently managed workloads. Ensure deadlines are met and report to Head Teacher if there are difficulties.
14. Assess and critically analyse processes and procedures to maximise the efficiency and time management of the administration team
15. To assist SBM in performing the role of Personnel Officer within the Local Management of Schools arrangements for all non- curriculum support staff, including the recruitment, induction/compliance procedures, organisation and direct/indirect supervision of these employees.
16. Line Manage EDGE CLUB STAFF (before and after school provision) with the assistance of the Play Leader.
17. Ensure that Personnel and Pay information for staff is added and updated on the school's MIS.
18. Ensure the Single Central Record is accurately maintained for reporting to Governors.
19. To administer the policy management and compliance procedures as required, and ensure that Equal Opportunities, Health and Safety & GDPR policies are complied with.
20. Keep and maintain accurate training records of all of staff, including Safeguarding and H&S.
21. Manage maintain staff absence records, including holding return to work interviews.

### **Health and Safety**

22. To assist SBM to ensure that appropriate action is taken to ensure compliance with Health and Safety legislation and building regulations.

23. To assist SBM to ensure all risk assessments are carried out and reviewed on an annual basis. Assist with the Health and Safety audit process.
24. Ensure school security and emergency arrangements are complied with. Ensure the Evacuation grab box is fully stocked with first aid kit, fire evacuation plan and hi vis jackets.

### **Site Management**

25. To assist SBM in managing the school premises, liaising with site staff as required.
26. Manage School lettings and hire of the Training suite to external organisations and the development of extended School activities. Be responsible for receiving and processing bookings, policies and finance tasks following laid down procedures and liaising with the Site Service Officer and Hirer as required. Raise invoices for lettings and miscellaneous charges as and when required.

### **Whole School Administration**

27. Ensure the provision of a pleasant and effective office and reception services as the first point of call for visitors and present a positive image of the school and its ethos
  28. Confidently take sole responsibility for the office in the absence of the SBM and be able to use initiative wisely and make informed decisions and respect confidentiality
  29. To manage all aspects of the administration function providing general admin support to all school initiatives, assist with maintenance of pupil admissions, data input onto the school's MIS.
  30. Be responsible for accurate collation and return of termly census data to Local Authority and DfE.
  31. Assist with whole school communication, updating information on school's website and electronic diaries.
  32. Ensure administrative staff comply with school policies and procedures.
  33. To assist with the administrative arrangements for school trips e.g. transport / venue bookings and After School Clubs updating products on the school's payment portal to collect parental contributions, maintaining appropriate records. Liaise closely with all staff and the Head Teacher with regard to Educational Visits and After School Clubs
  34. To support the school through attendance at meetings and the provision of appropriate administrative and clerical support.
  35. To attend relevant training courses to update knowledge.
  36. Any other duties and responsibilities within the range of the salary grade.
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All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

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 (Data Protection Act 1998)

**Responsible for:** A range of support staff including Administrative staff and Edge Club staff

**Responsible to: School Business Manager, Headteacher Date Reviewed: April 2026**

## Person Specification

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<b>Location:</b>	Moseley Primary School			

	<b>Job Requirements</b>
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Computer applications e.g. MIS packages, Microsoft Word, Excel E-Mails etc.</li> <li>• Knowledge of school financial management and procedures, particularly Bromcom</li> <li>• Knowledge of HR management and procedures.</li> <li>• Knowledge of Premises, Health and Safety and Risk Assessment management and procedures.</li> <li>• Knowledge of school and cluster network administration systems and working practices.</li> </ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Prioritise and organise own workload and if required, workload of admin team to meet conflicting deadlines, cope with interruptions and remain calm under pressure</li> <li>• Ability to work independently, act on own initiative and be a key team member.</li> <li>• To adopt a flexible but organised and accurate approach to tasks.</li> <li>• Liaise and communicate confidently, professionally and effectively with a wide range of stakeholders.</li> <li>• Ability to analyse and interpret complex information to maximise efficiency and solve problems</li> <li>• Interpret policies and development plans and assist with the implementation.</li> <li>• Effectively control budgetary matters, income and expenditure and maintenance of accounts</li> <li>• Able to maintain and update manual and computerised records and filing systems relating to pupils, finance, personnel and other school matters using appropriate software</li> </ul>
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<b>Experience:</b>	• Substantial experience of working in a busy school administration environment
	• Substantial experience of financial management and administration.
	• Experience of assisting with Human Resource management and procedures
	• Substantial experience of assisting with Premises, Health and Safety and Risk assessment management and procedures.

<b>Educational:</b>	• Willingness to work towards CSBM (Certificate of School Business Management)
	• Excellent Literacy and Numeracy skills to at least GCSE A-C (9-5) grades/A level equivalent
	• NVQ in Business Management or similar is desirable

<b>Special Requirements:</b>	• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
	<b><i>N.B For posts subject to Protection of Children or Adults requiring assistance due to age, illness or disability please delete as Appropriate</i></b>

**Date Reviewed:** April 2026