



Grangehurst Primary School

Job Title:	Office Manager	Job Number:	
Directorate:	Children, Learning and Young People	Post Number:	
Service:	Services for Schools	Grade:	Grade 5
Location:	Grangehurst Primary School		
Contract:	Permanent, Term time plus 3 weeks (41 weeks per year) Hours of work 37hrs per week Monday-Friday 8.00pm-4.00pm		

INTRODUCTION

In addition to all role specific responsibilities and tasks, your role will require you to:

- Maintain and promote the positive ethos and core values of the school
- Maintain good order and behaviour amongst pupils, safeguarding their health and safety, in accordance with the school's Behaviour and Child Protection Policies
- Provide a positive, welcoming and friendly face representing the school vision and ethos to the wider school community.

Job Purpose:

The Office Manager's key role is to lead an efficient and effective administrative office that supports the school in ensuring that these statements are true.

Responsible to: The School Business Manager

Responsible for: Administration Assistants

Responsibilities and key tasks:

ADMINISTRATION

- Undertake general office duties including maintaining and updating all procedures within areas of responsibility
- Support the office team, prioritising workloads, delegating tasks, managing deadlines, managing interruptions and maintaining high standards of work
- Resolve queries, forwarding or filtering calls and communication to the wider team as appropriate
- Ensure the smooth processing of incoming and outgoing correspondence
- Within the office team, manage administrative processes including the school email account, telephone calls, incoming and outgoing post and other school communications such as the weekly newsletter and letters
- Within the office team, create new academic year in Bromcom in a timely manner in which to be able to assist with completing end of year procedures and creating new registers for new academic year

- Within the wider team, manage the school diary and calendar ensuring information is shared with relevant stakeholders as needed
- Liaise and communicate effectively with staff, parents, pupils and others, both verbally and in writing to obtain and provide information in a courteous and supportive manner
- Manage visitors in school and ensure safeguarding procedures are shared and adhered to with regard to school visitors, volunteers and supply staff, and pupils leaving the school site during the school day
- Within the office team, organise tours of the school site for prospective parents and visitors as needed
- Within the office team, arrange hospitality as required including setting up for Governors Meetings
- Manage milk orders and the fruit scheme for all Key Stage 1 and Reception pupils.
- Oversee the office team in all tasks in relation to pupil transfers and admissions; ensure all pupil information is correctly recorded on BromCom.
- Lead on new Reception intake, managing the Rising 5s communications between school, parents and the admissions team.
- Ensure admin and school staff maintain pupil filing systems accurately; flag up concerns to HT and SBM as they occur
- Within the office team, organise school trips, including letters to parents, demonstrating best value when booking venues and coaches, being mindful of the school calendar, notifying the kitchen of meal requirements in a timely manner, managing permission slips, managing payment systems for parental contributions and maintaining appropriate records
- Within the office team, prepare paperwork for all afterschool clubs including letters, registers and payment
- Provide advice and guidance to staff, pupils and others on administrative systems and events that take place in school
- Assist with marketing and promoting the school
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.
- Book training courses for staff as required
- Within the office team, create and maintain spreadsheets for trips and extra-curricular activities, chasing outstanding payments and permission slips
- Provide confidential clerical assistance to the Headteacher and Senior Leaders
- Alongside the SBM and Clerk to Governors, support any elections within the school for staff and/ or parent governor vacancies to the Board of Governors
- Alongside the SBM, undertake all work in relation to lettings; receiving and processing bookings, sharing policies and liaising with Site Service Officer and Hirer as required
- Within the wider staff team, help plan and provide support for forthcoming school events
- Liaise with the School Nursing Team to ensure all health screening checks are promoted effectively to parents and staff in a timely manner including assisting on the Measurement Checks, Reception Vision, Hearing and Dental checks
- Within the wider staff team, care for children who are hurt or unwell, including liaising with staff, first aiders, parents, Public Health England (PHE) and the emergency services.
- Liaise with parents and Assistant Head to complete Health Care Plans for children requiring medication and ensure the safe storage and monitoring of medicines on site
- Input assessment data for Early Years, KS1 and KS2 within statutory timeframes. Liaise with assessment Co-Ordinator and Headteacher to ensure data is correct. Print relevant forms and reports.
- Create reports in the school's MIS system and submit statutory assessment data to the Local Authority via Datalocker following current guidance
- Support the senior leadership team with correspondence relating to the school's behaviour policy including red card letters and statutory communication regarding suspensions and exclusions.
- Manage the collation and distribution of end of year reports to parents including assessment and attendance data
- Liaise with relevant members of the local authority as appropriate and relay key information to relevant staff
- Support effective Health and Safety procedures including Fire Evacuation and Lock Down processes, this includes responsibility for the registers and grab bag
- Support SLT with any tasks that enable the smooth time efficient preparation and implementation of all statutory pupil assessments
- Assist SBM and HT in the production, monitoring and maintenance of school policies
- Order, monitor and manage the consumable stock, ensuring best value following the school's purchasing process.
- Within the office team, ensure all stationary is ordered, checked upon arrival and stationary cupboard stocked accordingly.

- Ensure photocopier equipment is maintained including ordering replacement consumables and resolving/reporting issues as needed
- Source promotional and branding goods and materials for the school as directed by the Headteacher

HUMAN RESOURCES

- Liaise with Business Manager (SBM) and Senior Leadership Team (SLT) and assist the Admin Assistants to manage and record staff absences and book supply cover as needed
- Liaise with supply agencies with regard to supply cover and long term contracts as required
- Support with the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Liaise with SBM and Deputy Head Teacher in completing new starter staff checklist and induction paperwork and create new staff ID badges.
- Manage and record overtime and payroll entries for casual employees based at the school or overtime for part time staff.
- Support the SBM to ensure all new starter paperwork is completed in a timely manner with Occupational health, payroll and HR support at Coventry City Council.
- Support the SBM to ensure all new starters references are received and DBS checks are completed prior to starting employment
- Liaise with multiple insurance companies to obtain quotes for teacher absence insurance and present this information to SBM and Headteacher in a timely manner.
- Support any staff with queries regarding payslips and/or pensions – directing

COMPLIANCE

- Keep records in accordance with the schools record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Manage the Singel Central Record and meet monthly with the school governor responsible for safeguarding. Ensure that all staff and visitors to the school have DBS checks completed and recorded.
- Ensure GDPR processes are followed and all data is stored and transferred as set out in the privacy documents.
- Managing school licences and insurance
- To ensure all finance records are maintained in accordance with local authority guidance and finance audit.
- The General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information
 - Ensure confidentiality and integrity is maintained at all times following GDPR guidance and seeking advice from the DPO as required
 - Attend relevant training to ensure understanding and responsibilities
 - Process relevant information for GDPR within the requirements of the school
 - Produce documents and records as required under the guidance of the SBM (school DPO) and the Data Protection Officer at the LA

RESOURCE MANAGEMENT & FINANCE

- Manage office expenditure with an agreed budget
- Assist with procurement and securing sponsorship/funding
- Ensure the accurate input of data onto the school accounting system (Bromcom) including placing orders for budgets under the office manager's responsibility and authorising orders placed by the SBM
- Within the office team, check deliveries, manage distribution and follow up on discrepancies
- Within the office team, deal with purchasing and delivery queries, liaising with SSO and SBM as needed
- Action all bank payments via BACs or Cheques.
- Within the office team, set up Bromcom for each activity, ensure the collection, reconciliation and recording of payments for various trips, activities and events undertaken by the school
- Be responsible for all purchase orders, delivery notes, invoices and credit notes and ensure that they are added to the Bromcom system in a timely manner
- Support with the management of lettings and use of the premises by outside organisations and local community.
- Invoice external lettings in a timely manner, ensuring that all accounts are up to date and updating SBM and Headteacher of any debts over 30 days.

- Record all receipts of cash, cheques, BACs and MCAS payments onto Bromcom
- Ensure all monies received are secured in the school safe and maintain a log of safe contents
- Within the office team, prepare all monies received for secure banking collection
- Within the office team, liaise with the SBM on any financial or staffing issues to ensure effective provision of service and value for money
- Support SBM with End of Financial Year Process
- Assist SBM in the preparation of any school audits

ADDITIONAL ROLE, RESPONSIBILITIES & EXPECTATIONS

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities and reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Responsible for effective operation of payroll system
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Develop an office team that delivers and meets the needs of the school
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
- Line manage and organise administrative staff, ensuring the smooth and effective running of the school office and all administrative and communication systems
- Ensure that all members of the office present at all times a positive image to the school to all staff, parent and visitors both internally⁶ and externally

Any other duties and responsibilities within the range of the salary grade

The following clause must be included in all Job Descriptions for jobs involving the processing of personal data:

“Duties which include the processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)”

Grangehurst Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder’s responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School’s Child Protection Officer



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Person Specification - Administrative Assistant - Grade 3

Area	Description	Essential/ Desirable:
Knowledge:	• Awareness of new GDPR data protection regulations	Essential
	• Knowledge of Word, Excel, Outlook and Internet Explorer	Essential
	• Knowledge of Bromcom	Desirable
Skills and Abilities:	• The ability to prioritise and organise workload to meet deadlines, cope with interruptions and remain calm and friendly under pressure	Essential
	• Able to manage and co-ordinate diaries, online calendar	Essential
	• Excellent ICT skills in MS office, internet, email and financial management packages	Essential
	• Able to communicate effectively with a wide variety of people to receive and provide information.	Essential
	• Able to deal with confidential matters in a sensitive and discreet manner.	Essential
	• The ability to work effectively with team members	Essential
	• The ability to work under your own initiative	Essential
	• Able to receive queries and obtain/give information in a courteous way by 'phone or on an interpersonal basis other staff, pupils parents, users and external agencies.	Essential
	• Staff management skills, including leadership, motivation, deployment and management of staff and their workload, including planning, prioritisation and delegating	Essential
	• Excellent written and verbal communication skills and ability to communicate effectively with a wide range of stakeholders	Essential
	• Excellent numeracy skills	Essential
	• Able to maintain all records effectively.	Essential
	• Able to remain calm and assertive under pressure.	Essential
	• Able to cope with demands of a highly professional environment.	Essential
• Able to respond flexibility to changing priorities.	Essential	
• Able to work hours required.	Essential	

Experience:	<ul style="list-style-type: none"> Proven solid admin background covering activities such as word processing, filing, maintenance of records, dealing with people/reception work 	Essential
	<ul style="list-style-type: none"> Proven experience of working as part of a team in an office setting while demonstrating the ability to use own initiative 	Essential
	<ul style="list-style-type: none"> Financial procedures relating to managing a budget, ordering, invoicing and monitoring of expenditure and income 	Essential
	<ul style="list-style-type: none"> Managing, motivating and supervising clerical staff to meet deadlines and maintain data and communication to required standard 	Essential
	<ul style="list-style-type: none"> Experience of working in a school environment 	Desirable
	<ul style="list-style-type: none"> Using IT equipment and network systems within a school context 	Desirable

Educational:	<ul style="list-style-type: none"> Good literacy and numeracy skills to at least GCSE A-C grades 	Essential
	<ul style="list-style-type: none"> Good command of the correct use of the English language and accurate spelling. 	Essential
	<ul style="list-style-type: none"> NVQ level 3 in Business & Administration or equivalent 	Desirable