



## STIVICHALL PRIMARY SCHOOL JOB DESCRIPTION - Office MANAGER

<b>Line management responsibility</b>	to: Headteacher for: Office Staff
<b>Salary grade:</b>	Grade 5
<b>Contract:</b>	Permanent, full time, term time + 2 weeks (40 weeks)

### 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.

***'Learning at Stivichall is a passport for life'.***

**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:** Office Assistants

**Responsibilities and key tasks:**

### ADMINISTRATIVE DUTIES

- 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 wider school team, manage additional school communications including social media and the school website

- Within the office team, create new academic year in SIMS 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
- 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
- Liaise with the Headteacher (HT) and Senior Leadership Team (SLT) and assist the Admin Assistant to manage and record staff absence and book supply cover as needed
- Liaise with supply agencies with regard to supply cover and long term contracts
- 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

- day if necessary. This includes, flu immunisations, Reception and Year 6 National 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 Deputy Headteacher 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
  - Create and distribute parent surveys using Forms within ParentMail; create reports based on responses and share with appropriate stakeholders
  - Liaise with extra-curricular club providers to ensure spaces, timetables, letters and payments are managed effectively.
  - 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
  - Liaise with the school PTA with regard to PTA events, parent communications, Rising 5 parents' evening, fundraising and school events
  - Support effective Health and Safety procedures including Fire Evacuation and Lock Down processes, this includes responsibility for the registers and grab bag
  - Liaise with SBM and Deputy Head Teacher in completing new starter staff checklist and induction paperwork and create new staff ID badges.

#### Financial

- Ensure the accurate input of data onto the school accounting system (SIMS FMS) 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

- Within the office team, create and maintain spreadsheets for trips and extra-curricular activities, chasing outstanding payments and permission slips
- Within the office team, set up Parent Pay for each activity, ensure the collection, reconciliation and recording of payments for various trips, activities and events undertaken by the school
- Record all receipts of cash, cheques and parent payments onto SIMS FMS
- 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
- 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.
- Ensure reprographic equipment is maintained including ordering replacement consumables and resolving issues as needed
- Source promotional and branding goods and materials for the school as directed by the Headteacher
- Source and co-ordinate end of year arrangements and awards for Year 6 pupils
- Manage and record overtime and payroll entries for casual employees based at the school.

## GDPR

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

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)”**

**Stivichall 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.**