



## **HOLBROOK PRIMARY SCHOOL**

### **Job Description**

<b>Post:</b>	<b>Office Manager</b>
<b>Grade:</b>	5
<b>Salary:</b>	Point
<b>Location:</b>	<b>Holbrook Primary School</b>
<b>Duration:</b>	Permanent
<b>Hours:</b>	<b>8.30 to 4.30 (1 day 8.30 – 4.00) 37 hrs per week + 5 teacher days – Additional 1 Week</b>

#### **Job Purpose:**

To lead an efficient and effective administrative office, including Sims Pay, organising trips and visits, Sims processes and check data reports to ensure integrity of the database held in Sims.net. Lead with GDPR and assist personnel processes under the guidance of School Business Manager (SBM) regarding recruitment and support SBM in financial processes.

**Responsible to: School Business Manager**

#### **Responsibilities and Key Tasks**

##### **GENERAL ADMIN STAFF SUPPORT:**

- ❑ To support the existing clerical team, prioritising workloads, offering encouragement to ensure deadlines and high standards of work are achieved.
- ❑ Able to prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure.
- ❑ Ability to communicate and enjoy working with children in a sensitive and caring manner.
- ❑ To work as part of the Administrative team, providing cover for staff where appropriate during periods of absence.
- ❑ Ensure within the admin team that in the event of staff absence, registers are maintained on the Attendance Module for all Year Groups and to update and maintain the Grab Bag for emergencies. Understand the relevant information required for kitchen staff relating to school meals in time to prepare the school lunch provision required
- ❑ Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate.
- ❑ To support administration processes such as dealing with a variety of correspondence including schoolcomms, incoming and outgoing post (including taking to post office), photocopying and ensuring messages taken are delivered to appropriate staff or emailed if possible in an appropriate timescale
- ❑ Able to operate office equipment including sorting out issues on photocopiers
- ❑ Able and willing to undertake staff training and development courses as required.



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- ❑ To ensure confidentiality is maintained at all times following guidance from GDPR.
- ❑ Organise within the admin team school tours of site if required for either parents or visitors to school.
- ❑ Organise school visits ensuring completion of trip forms by staff, demonstrating best value when booking coaches, ensure Kitchen are notified for meal requirements in advance, reminding staff that the Evolve process is completed in time and have ensured the permissions forms for out of catchment trips have been completed by parent. Ensure each visit is set up linked to FMS6 ready in Sims Pay for parent's voluntary contribution.
- ❑ Establish and maintain internal communication, administrative and clerical support and data recording systems including the operation of SIMS Modules.
- ❑ Ensure all Pupil information is recorded correctly on database linked to schoolcomms and checked weekly using specific reports.
- ❑ Ensure customer service is maintained in a polite friendly manner to both parents and visitors either in person or by any other communication method.
- ❑ Ensure admin staff maintain an efficient telephone and messaging service responding to queries/enquiries.
- ❑ Ensure admin staff maintain pupil filing systems accurately and they are easily accessible.
- ❑ SBM to be informed of any issues, complaints or problems.
- ❑ Support the SBM in any hospitality arrangements as required.
- ❑ Ensure the smooth processing of incoming and outgoing correspondence both electronic and paper forwarding to the appropriate person as necessary.
- ❑ Help to organise any elections within the school for the Board of Governors supporting the SBM.

### **SIMS Net**

- ❑ To lead, supervise and assist accurate data input into Sims.net ensuring all data stored is correct to support all the school's processes.
- ❑ Carry out responsibility checking, maintaining and analysing Sims.net data, making corrections when necessary and ensuring the quality of the data is in line with school requirements.
- ❑ Oversee and maintain School Comms.
- ❑ Oversee and maintain Sim.Parent App
- ❑ Housekeeping of Sims.net, through running specific reports, to monitor data and analyse reports, making corrections to maintain data to a high standard.
- ❑ Oversee Parent App in Data Exchange, updating Sims.net when incoming data has been checked.
- ❑ Lead creation and completion of mark sheets for assessment purposes, entering data for submission of statutory testing.
- ❑ Lead School and Workforce Census liaising with SBM.



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### FINANCIAL PROCEDURES

- ❑ Ensure accurate input of data into the school's financial computer accounting system FMS6 in conjunction with the Local Authority financial policies and procedures liaising with the SBM any issues of problems.
- ❑ Supporting input of Orders - including chasing and placing orders, checking Deliveries and ensuring they reach appropriate staff, entering relevant information in FMS6 and prepare invoices to enable cheque runs/BACs to be processed liaising with Office Manager
- ❑ Lead Sims Pay ensuring linked to FMS6 – managing all financial transactions ensuring correct coding
- ❑ Lead school meals provision is processed daily for staff if required.
- ❑ Lead the collection, reconciliation and recording of any payments for various schemes including school visits, school activities and charity collection money.
- ❑ Ensure that preparation of invoices and collection of fees using Sims Pay for extra-curricular activities e.g music or clubs.
- ❑ Lead banking of monies in accordance with audit recommendations using appropriate paying in slips and receipts ensuring financial processes are maintained for preparation and inputting the information onto the finance module FMS6 of the school's financial accounting system by the Office Manager in Accounts Receivable.
- ❑ To provide financial and management information for the SBM to present to the School Governors, Headteacher, Senior Management Team, Education Service, L.A. Finance officer if required
- ❑ To assist the SBM in the preparation of any school audits.
- ❑ To continually liaise with the SBM on any financial or staffing issues to ensure effective provision of services and value for money.
- ❑ Investigate any issues relating to financial procedures to ensure correct billing processes.
- ❑ To support the SBM with End of Financial Year Process

### PERSONNEL DUTIES

- ❑ Recording of Staff absence daily on weekly sheets in Admin Office
- ❑ To assist SBM with HR Recruitment process including, organising relevant correspondence for notifying candidates of interview dates etc, for obtaining references for candidates in time for interviews and keeping accurate records of interview processes(demonstrate safeguarding)
- ❑ Any other duties and responsibilities within the range of the salary grade

### GDPR

- ❑ The **General Data Protection Regulation** (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information from individuals.
- ❑ To have relevant training to ensure understanding of the whole process
- ❑ processing of relevant information for GDPR within the requirements of the school
- ❑ To produce documents as required under the guidance of the Data Protection Officer at the Local Authority
- ❑ To up-date policies and procedures as required
- ❑ To ensure all staff complete up-to-date training annually



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- ❑ To be prepare and present appropriate paperwork and records for annual audit on GDPR
- ❑ To be supported by SBM

The post holder will be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to the City Councils' Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the Corporate Data Protection Guidelines [ Data Protection Act 1998]



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### Person Specification

Job Title : Office Manager

Location: Holbrook Primary School

	Job Requirements
<b>Knowledge of</b>	<ul style="list-style-type: none"><li>• Office procedures and practices</li><li>• Financial procedures, relating to ordering, invoicing, petty cash and monitoring of expenditure and income</li><li>• ICT equipment and network systems and their use within a business context</li><li>• Managing, motivating and supervising Clerical Staff to meet deadlines and to maintain data to required standards</li><li>• Knowledge of sims or database management</li><li>• In depth knowledge of spreadsheets and word processors</li><li>• Knowledge of GDPR/data controller</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• To be creative and inventive particularly in maximising ICT potential</li><li>• To develop and implement office procedures and systems and brief appropriate staff</li><li>• To liaise effectively with ICT Services around ICT problems and solutions</li><li>• To ensure staff follow recognised procedures and deadlines</li><li>• To compile record returns and statistics</li><li>• To maintain accurate accounts, recording income, cash handling, expenditure and balancing records</li><li>• To liaise and communicate effectively and positively with members of the public, staff, colleagues, other agencies and management to offer advice, guidance and discuss important issues.</li><li>• Development and implementation of office procedures and systems including briefing staff Liaising with SBM</li><li>• To have good written communication skills</li><li>• To motivate and support staff in the Admin Team</li><li>• To be calm under pressure to seek appropriate solutions</li><li>• To respond quickly and effectively to emergencies or disruptions</li><li>• To produce staff handouts and guidelines when required</li><li>• To monitor defined procedure and meet original deadlines</li><li>• To support the School in managing GDPR Process</li><li>• Create and manipulate data in spreadsheets to produce reports and graphs</li><li>• Create and manipulate templates for mail merge in reports and letters from database or spreadsheet</li></ul>
<b>Educational</b>	<ul style="list-style-type: none"><li>• NVQ level 3 Business Administration or CSBM or equivalent.</li></ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.</li><li>• A Criminal record Disclosure will be required prior to appointment</li></ul>



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