

## **Office Manager Grade 5 – Job Description**

**Responsible to:** Head Teacher

**Responsible for:** Administrative Staff and Premises Team

### **ROLE OF OFFICE MANAGER**

**To provide comprehensive administrative and financial support to the Nursery school, including direct supervision and delegation of duties to part time administrative staff. Responsible for adhering to multiple procedures - including pupil data, recruitment, safeguarding, attendance, data protection and health and safety. Co-ordinate a wide ranging administrative service to Head Teacher and staff as required.**

### **DUTIES**

#### **Finance**

- Day to day responsibility of designated financial affairs in school – Extensive use of Sims Finance Module broadly but not inclusively covering the following - ordering, invoicing, VAT reports, salary downloads, accounts receivable, chasing up debts and queries etc
- Assist the Head Teacher and Governors as required with budget issue and control, compiling reports and reviewing financial procedures
- Research “best value” for school purchases and get appropriate quotes e.g., staff insurance
- Financial year end, CFR Reports
- School lettings and invoicing debtors, issuing receipts, banking monies
- Ensure strict controls in place for financial security and audit purposes e.g., cash systems, safe storage of monies, monitoring spending from cost centres
- Maintenance and statement reconciliation of multiple transactions for school bank account. Prepare year end accounts for School Fund and submit to Coventry City Council.
- Banking monies, including recording on Sims Finance Module
- Effective control of equipment in school, via equipment register on Sims and accurate completion of Asset Register including recording responsible disposal of obsolete items.
- Accurate maintenance of safe record and contents of safe.
- Negotiate service level agreements for external suppliers e.g., photocopier, telephone
- Miscellaneous tasks e.g., amending weekly milk order for reception classes and associated paperwork and payment – maintain milk orders via a website system
- Record keeping for Nursery Fund income and expenditure
- School petty cash expenditure and re-imbursement

- ongoing maintenance of all recruitment including associated paperwork and entering contracts on Sims.Net, and all personnel matters including sickness, staff attendance and unpaid leave including recording on Sims.Net where appropriate. Assist Head Teacher with writing job description and advertisements as required
- Use Sims.net extensively for extracting reports for staff e.g. salary information, addresses etc
- Accurate and timely maintenance of Single Central Record for all staff, volunteers and Governors in School. This includes DBS checks via the internet system and safe storage of DBS confirmations from Coventry City Council

### **Health and Safety**

- Liaise with Head Teacher and Site Services Officer to report and required repairs in School and also report any Health and Safety issues.
- Liaise with outside agencies to organise regular security, maintenance and provision of all services to the school building and grounds, including raising orders and paying invoices for work completed
- Liaise with LA H&S officer to ensure any audit actions are implemented, and annual inspection planner maintained.

### **School Office Management and Administration**

- 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
- Extensive telephone contact with callers using tact and diplomacy to field away unwanted or unnecessary calls in a sensitive and diplomatic manner
- Accurately record messages and pass onto the relevant recipient
- Confidently take sole responsibility for the office in the absence of senior management and be able to use initiative wisely and make informed decisions and respect confidentiality
- Keep the office organised and ensure paperwork is filed e.g. confidential information stored appropriately
- Deal with day to day queries from staff, parents and visitors as required in person, on the phone and by e mail
- 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
- Liaise with the EVC co-ordinator re: school trips including risk assessments
- Ensure administrative staff comply with school policies and procedures
- Confidently produce original and, sometimes complex correspondence. Use computer skills e.g. Microsoft Word, Excel, Publisher to write reports, promotional material for the school or events, letters to parents etc.
- Respond to letters and e mails promptly and check e mails daily
- Assess and critically analyse processes and procedures to maximise the efficiency and time management of the administration team
- Evaluate financial information and policies and anticipate management needs using computerised systems and manual resources

- Input assessment data for academic year end results and associated tasks
- Provide hospitality for visitors to the school ensuring safeguarding and signing in procedures are adhered to
- Have due regard and oversight of policies relating to the Nursery School's GDPR

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

**Responsible for:** Above

**Responsible to:** The Headteacher

**Date Reviewed:** November 2016

This job description will be reviewed annually in accordance with the needs of the school and its pupils. In addition, it may be reviewed at any time after consultation with you.

**Signed:** (Postholder)

**Signed:** (Headteacher)