**JOB DESCRIPTION**

 Office Manager Grade 6

Hours 37 Term time only.

Main purpose of the job:

* The Officer Manager is often the first contact for parents and visitors and as such has a duty to convey the ethos of the school as a welcoming and positive place.
* The Office Manager will provide an administrative service to facilitate the day to day running of the school office, including the finance and budget control systems.

**Main Duties:**

* Collect and check monies (school meals, educational visits, petty cash, school fund) completing requisite documentation.
* Prepare and complete documentation and returns in relation to Admission and Registration procedures and transfers to other schools.
* Prepare orders and process invoices on computer system.
* Assist in the organisation of school medicals and dental inspections.
* To assist in the production and development of all school finance systems and to maintain these systems.
* Manage finance of extended care provision, including monitoring of ongoing financial feasibility of that provision separately within the school budget, advising the Head teacher and governors via reports
* To provide management information for the Head Teacher and Governors as required.
* Responsible for the maintenance of all financial accounts and the preparation of financial statements for Head Teachers and Governors as required.
* Responsible for the maintenance of all pupil records within school database.
* Responsible for the maintenance of all staff/personnel records.
* Responsible to the Head Teacher for the production of confidential statements, references and records.
* Opening and distributing mail, other than that labelled confidential.
* Type letters and reports. Deal with statistical returns.
* Courteously and helpfully receive visitors and answer telephone calls.
* Liaison with kitchen staff and the caretaker.
* Assist in the production of school documents, e.g. management plan, newsletter for parents etc.
* Prepare standard letters for signature.
* Filing correspondence and records.
* Excursion arrangements, school journey documentation and accounts.
* Carry out stock checks with the Head Teacher.
* Be the Treasurer of the School Fund.
* Type and reproduce teaching materials for Head Teacher and at times for other staff.(N.B. The bulk of this material will be produced by staff themselves and the duplication organised through the “workforce reform organisation arrangements).
* Keep information on school web site up to date
* Take minutes at governors’ meetings not clerked by LEA
* Manage service contracts, school licenses and insurance
* Contribute to the marketing and promotion of the school
* Support and advise the Head teacher in the area of Health and Safety and carry out associated administration
* Maintain accident records as required
* Maintain medical records as required
* Such other duties as may be allocated from time to time commensurate with the grading of the post.

The post holder may also be required to undergo training in order to

undertake the duties of the post in an efficient manner.