



## CRAMLINGTON VILLAGE PRIMARY SCHOOL

### JOB DESCRIPTION – OFFICE MANAGER

<b>Post title</b>	Office Manager
<b>Responsible to</b>	School Business Manager
<b>Start date</b>	April 2018
<b>Positions / pay scale</b>	£18,000 pa
<b>Job purpose:</b>	To organise and supervise the Administrative Systems of the school. To provide assistance to the School Business Manager with regards to the facilities management of the school as well as the Finance and HR function.
<b>Qualifications</b>	Minimum - Business and Administration Level 4 Diploma (NVQ) or equivalent
<b>Working hours</b>	38 weeks of term time, 2 weeks of school holiday time and 5 days of teacher training is expected annually.  The usual hours for these roles will be 8:00am until 4:30pm daily.  Free lunches will be provided to all staff who facilitate our lunchtime arrangements with the children.
<b>Benefits</b>	An employer contributory pension scheme is available. Our innovative arrangements of our term dates facilitate staff to take advantage of cheaper holiday costs during term times, or for parents who hold posts at our school to visit their own children's school during term times.
<b>Safeguarding</b>	Please note that CVPS is committed to safer recruitment and therefore all roles are subject to satisfactory references and an enhanced DBS check

#### Main Duties

- To deliver the administrative function including the administrative IT facilities, school reception, reprographics, records and telephones
- Manage the school's administrative and financial computer network systems
- Act as a system manager for the administrative computer network and curriculum network if appropriate
- Provide for the preparation and production of all school records and publications
- Maintain systems for pupil records including those for assessment processes
- Obtain the necessary licenses and permissions, and ensure their relevance and timeliness
- Act as a bridge to facilitate closer working relationships between teaching and support staff; and help develop school policies for working with contractors and outside agencies
- Ensure that the school website is fully compliant and maintained to reflect up to date information
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- To provide nurturing and pastoral care for all pupils
- Assisting with arrangements for visits by school nurse, photographer etc.
- Assist in arrangements for school trips, events etc.

- Provide general clerical/administrative support
- Maintain manual and computerised records/management information systems
- Update school website and send out weekly newsletter
- Take minutes in meetings and provide admin support as required
- Undertake general financial administration such as processing orders, collecting money and undertaking general book keeping and support the production of monthly management accounts
- To assist the Business Manager with the management of finance, HR administration, premises, catering and IT functions as well as overall management of health and safety
- To take ownership of and deliver business projects across school within agreed timescales, as required

***Whilst every effort has been made to explain the main duties and responsibilities to the post, each individual task undertaken may not be identified and all staff will be expected to undertake additional reasonable tasks as directed by the Principal.***