

**St Anne’s C of E Primary School**

**JOB DESCRIPTION – OFFICE MANAGER**

**Term time only + 5 CPD days + two weeks**

**Grade 5**

The postholder will report to the Head Teacher. Apart from other colleagues in the school, the main contacts of the job are : Head Teacher, Deputy and Assistant Heads, teaching staff, other support staff and pupils.

**Main Purpose of the Post**

* Ensure the smooth running and operation of the school office, presenting a warm and professional welcome to all involved with or attending the school.
* Ensure that health and safety guidelines are kept up to date and that all staff are aware of potential risks.
* Assist in the preparation, monitoring and control of the school budget and school funds.

**Responsibilities**

* Assist in the preparation, monitoring and control of the school budget and school funds
* Ensure the effective and efficient operation of the office in relation to day to day administrative functions
* Produce detailed reports and information as required
* Compliance with policies and procedures relating to Safeguarding, Health and Safety, Security, Confidentiality, Data Protection and report all concerns to the Head Teacher
* Provide administrative support to the Leadership Team of the school
* Attend and fully participate in relevant meetings as required
* Participate in training, other learning activities and performance development as required
* Support Head Teacher with Health and Safety, ensuring all paperwork is current

**Main Duties of the Post**

* **Financial**
* Check invoices and ensure payment in compliance with required deadlines and using correct procedures, keeping up to date records
* Order goods as required ensuring cost effectiveness in line with procedures
* Monitor expenditure and provide updates on spending when requested
* Record petty cash/credit purchases
* Collect, record and bank any monies received by the school
* Ensure that pupil payments for trips and visits are received by the required deadlines, and keep an accurate record of same
* Ensure that all financial management systems are in place, effective, and used as appropriate
* Implement and oversee ParentMail and ParentPay systems, including checking balances and liaising with parents in relation to these systems
* Ensure the correct coding of all budgetary expenditure informing the Head Teacher of possible under or over spending within individual budgets
* **Pupil Support**
* Oversee admission arrangements of new intake of pupils, and any that arrive during the school year
* Deal with Secondary school transfer documentation
* Ensure all non-curriculum pupil records are kept up to date
* Liaise with other schools as required to transfer pupil data electronically
* Submit the School Census information
* Assist with the arrangement of school visits if required, including relevant transport
* Provide pastoral care and support to sick and injured children, taking appropriate action as necessary and ensuring that parents and school staff are fully informed of incidents and accidents
* **Staff support**
* Manage the school email account ensuring appropriate action is taken, dealing with emails, replying to or forwarding them accordingly in a professional manner, ensuring that urgent matters are brought to the Head Teacher’s attention immediately
* Support the Head Teacher with Health and Safety issues ensuring that all paperwork is current
* Maintain and record staff absences within Juniper and ensure the appropriate paperwork is completed in accordance with Local Authority procedures
* Provide administrative support for the Senior Leadership Team, including photocopying and laminating as required
* Maintain the school diary
* Submit the School Workforce Census information
* Act as database administrator and key contact for the school’s information management system (SIMS)
* Ensure that all staffing information is submitted via SAIL to the Local Authority in accordance with payroll deadlines
* Produce and respond to correspondence as directed by the Head Teacher
* **Safeguarding and Safe Recruitment**
* Maintain the school’s Safeguarding Register, ensuring that all DBS checks are in accordance with the Local Authority’s current policy
* Ensure that all checks are completed in relation to Safe Recruitment before any employee takes up post within the school
* Ensure that any safeguarding concerns are reported to the Head Teacher or nominated deputy as a matter of urgency
* **Other duties**
* Maintain accident records as appropriate
* Assist in the planning, development, design, organisation and monitoring of support systems, procedures and policies
* Provide administrative support to the Governing Body
* Present as a role model to pupils in speech, dress, behaviour and attitude

The above is not exhaustive and the postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

* **The Office Manager must carry out their duties with full regard and commitment to the Christian Ethos of the school**
* The Office Manager must carry out their duties with full regard and commitment to the Governing Body

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job design will be fully considered.