**Tow Law Millennium Primary School**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.
 | **POST TITLE:** | **Office Manager** |  |
| 1. **2.**
 | **POST NUMBER:**  | **01** |  |
| 1. **3.**
 | **GRADE:**  | **6** |  |
|  | **LOCATION:**  | **Tow Law Millennium Primary School** |  |

1. **RELEVANT TO THIS POST:**

**Disclosure & Barring Service:** Subject to DBS Standarddisclosure

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to: Headteacher

1. **DESCRIPTION OF ROLE:**

Responsible for the smooth running of the school office by organising, managing and supervising financial and administrative systems within the school.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Being the first point of contact for the school; welcoming children, visitors and parents to the school and answering telephone calls, post etc.
* The management of other administrative staff, carrying out their annual performance review and arranging appropriate training.
* Liaison between school leadership team, teaching staff and support staff, as required.
* The production of detailed reports and information as required.
* Producing, and responding to correspondence as directed by Headteacher.
* Submitting necessary returns.
* The management of expenditure within an agreed budget.
* Ensuring the correct allocation to the cost centre of all expenditure and income and the subsequent reporting to budget holders ensuring that they are aware of any over or under spend, projected or actual.
* The day to day management of the school fund providing all necessary paperwork to the auditors.
* Ensuring the preparation and maintenance of such reports, records and accounts as are required in conjunction with the school’s computerised accounting systems (SIMS and data management system).
* Complying with and assisting the SLT with the development of policies and procedures relating to child protection, health and safety and security, confidentiality, GDPR and website compliance, reporting all concerns to an appropriate person to ensure the school complies with all current legislation.
* Ensuring that the best possible prices are secured from suppliers via a system of Tenders and Quotations and check on delivery.
* Ensuring the ordering of supplies and equipment for the school including issuing of invoices and ensuring settlement of accounts.
* Ensuring the effective and efficient operation of day to day administrative functions and management of the office team.
* Attending any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires a flexible approach and working with a team, supporting others as and when required.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that school’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the school’s procedures, policies, strategies and objectives are effectively communicated to all employees.

9.3 **Professional Practice**

 To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the school’s Health and Safety policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management**

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

 All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation, we are committed to promoting a society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice, we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

These policies apply to all employees of Durham County Council including school-based employees.

9.9 **Confidentiality**

 All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

9.10 **Induction**

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation. Regular meetings will be held with the HT to facilitate this.

The above is not exhaustive and the post holder 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 Headteacher.