**Job title:** Office Manager

**Salary:** Grade 7, point 15-22, £23,541 - £27,041 (pro-rata)

**Hours:** 37, Term Time Only plus 10 days

**Contract type:** Permanent, Term time only + 2 weeks (to be agreed with the Headteacher based on the business needs of the school)

**Reporting to:** The Headteacher

**Main purpose**  -To manage the full range of administrative support to the Headteacher and Senior

 Leaders

* To plan, develop, organise and monitor support systems, procedures and policies
* To assist the Headteacher with the finance, health & safety, property, HR, Safeguarding, GDPR and Compliance processes and systems in the school

**Duties and responsibilities**

**Finance**

* Responsible for the day to day running of all financial aspects of the school including the issuing and payment of invoices, receipts, banking and recording of monies received, issuing of cheques, credit card records, free school meals, lettings and private school fund
* Manage and maintain accurate auditable records and assist the Headteacher with the preparation for internal and external audits
* Responsible for the local authority mail link and reconciliation files
* Manage the petty cash account and allocate petty cash monies in accordance with the Local Authorities procedure
* Manage the breakfast and after school child care offer and associated income
* Manage service contracts, school licences and insurance
* Assist the Headteacher to develop and implement fundraising, income generation and grant applications
* Responsible for assisting the Headteacher with the procurement processes, managing tenders, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
* Manage the school’s lettings offer when necessary

**Administration**

* Be the first point of contact for visitors and parents – answering queries, resolving problems and making decisions where appropriate
* Prepare and complete documents and returns in relation to admissions and registration procedures and transfers to other schools
* Liaise with senior staff, staff, pupils, parents/carers, governing body and external agencies to provide support, advice and guidance on administrative issues
* Develop and maintain record and information systems for both pupils and workforce returns
* Responsible for the completion and submission of forms, returns etc., including those to outside agencies
* Produce, and respond to all correspondence, including the secure email
* Contribute to the marketing and promotion of the school
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents
* Provide admin support to the Headteacher and Senior Leadership
* Track all school policies and ensure they are updated in accordance with the policy review schedule
* Assist the Headteacher with all aspects of GDPR
* Be the school’s data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times

**HR and Safeguarding**

* Be responsible for the management of other administrative staff and, with the guidance of the Headteacher, other support staff, carrying out their annual performance review and arranging for appropriate training
* Provide assistance to the Headteacher with the arrangements of staff appointments and maintain the school’s recruitment administration process and records
* Liaise with Headteacher and Local Authority with regard to the preparation of contracts and ensuring DBS documents are completed
* Manage and maintain the Single Central Register
* Assist the Headteacher with absence monitoring
* Arrange supply cover for absent staff if required

**Health & Safety / Property / ICT**

* Manage and maintain the health & safety risk register and assist the Headteacher with H&S audits
* Organise health and safety training for staff
* With the headteacher and deputy headteacher, supervise the maintenance and safety of the school site
* Manage and maintain the caretakers testing and inspection records and maintenance requests
* Maintain accident records as required
* Maintain the school asset management plan
* Ensure all of the school’s ICT systems remain up to date including SIMS suite
* Assist with the maintenance of the school website and arrange the annual audit, implementing any action points

**Governance**

* Arrange Governor audits of school systems including finance, H&S, SCR and GDPR implementing any action points
* Maintain the Governors register and evidence file and keep meetings and minutes records

The office manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.