**Bullion Lane Primary School**

**Office Manager Job Description**

* **Responsible for being the first point of contact for the Head Teacher, welcoming visitors and parents to the school and answering telephone calls, post etc. including responsibility for managing the school administration office.**
* **Operate SIMS and FMS systems.**
* To be responsible for updating the School Central Record and ensuring that all visitors/employees are checked and that the evidence is correct. To remove visitors/employees from SCR once they have left. To show SCR to responsible governor during regular checks.
* **Prepare and complete documentation and returns in relation to admission and registration procedures and transfers to Secondary Education including, but not exclusively, common Transfer Procedures, weekly and monthly electronic registration returns including the monitoring and reporting of un-authorised absences, staff attendance and absences.**
* **Maintain procedures and documentation Including but not exclusively, Petty Cash records and claims on, free school meal entitlement.**
* **Responsible for following school attendance procedures and ringing parents when pupils are absent.**
* **Responsible for liaising with kitchen staff, lunch time supervisory assistants, caretaker and cleaners including the reporting of and monitoring repairs to fabric and equipment.**
* **Liaise with all feeder and other primary schools when children transfer including common transfer and transfer of school records including the preparation of Year 6 transition to ensure a smooth transfer of pupils to the school.**
* Responsible for the production of Reception starter packs, arrange induction meetings and visits, input new data information onto SIMS. Support parents with uniform/PE orders and access to parent mail and parent pay if deemed appropriate.
* **Responsible for ensuring all database systems used within the school are kept up to date and current to ensure contact can be made when necessary with all members of staff and pupils.**
* **Manage, distribute and check yearly indemnity forms, following up any none returns.**
* **Responsible for maintenance of stock/asset registers for the school and manage annual stock checks.**
* **Responsible for collection of monies from pupils in relation to dinner money and school visits etc and to facilitate the banking of such monies.**
* **Oversee children’s illnesses and accidents, inform parents and staff as appropriate to ensure that records are kept.**
* **Responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the school and all Authority processes and procedures are followed.**
* **To attend any training courses relevant to the post, ensuring continuing personal and professional development.**
* **Roles requires working with a team.**
* **Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.**
* **Provide pastoral care and support sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.**
* **Maintain accident records as required.**
* **The post holder may undertake any other duties that are commensurate with the post.**
* **The post holder has common duties and responsibilities in the areas of:**

**Quality Assurance, Communication, Professional Practice, Health and Safety, General Management, Financial Management, Appraisal, Equality and Diversity, Confidentiality and Induction.**