

## Office Manager Job Description

**Salary Scale:** Grade H Point 14-20 £23,080 to £25,991 (subject to pro-rata)

**Hours:** 32.5 hours per week full time 8.30am – 3:30pm Monday to Friday. Term time only, including teacher training days.

### PURPOSE:

To be responsible to the Principal for the management of the school office in order that it is highly effective in supporting the requirements of leaders, staff and visitors.

### MAIN RESPONSIBILITIES

- To be responsible for the daily running of the school office.
- To act as administrator for all the schools' systems and databases, including the updating of daily attendance of all pupils using Arbor school system on a twice daily basis.
- To manage all forms of communication in and out of school under the approval of the Principal, while maintaining strict confidentiality. Where necessary, proof reading and editing to ensure communication is of a high standard.
- Welcoming parents and visitors to the school - acting as first point of contact to all visitors. Provide advice and guidance to all visitors and parents as necessary and direct to the appropriate members of school staff. Ensuring visitors/contractors have correct documentation to be on site where appropriate.
- To conduct and filter telephone enquiries and to receive anyone visiting the school.
- To draft routine correspondence using appropriate software.
- To establish and maintain appropriate pupil and other records (e.g. the school admissions register, contact lists in the event of accidents to pupils or staff etc.), including assisting in or where appropriate undertaking, the preparation of statistics, reports on the work of the school and the completion of returns required by the DFE/ESFA/Principal/Senior Leaders or Finance Director.
- Preparation and completion of the school Census in Autumn, Spring and Summer terms

- To correctly administer admissions and support improving attendance through liaising with appropriate agencies.
- To deal with the administrative tasks relating to the transfer of children in and out of the school, updating the LA and transferring/requesting electronic and paper records as appropriate.
- To promote all of the school's policies in a manner compatible with the duties of the post.
- To have due regard to the provisions of the Health and Safety at Work legislation in discharging the duties of the post.
- To undertake general office duties, distributing and despatching post, photocopying, clerical work, and any other duties as required.
- Co-ordinate filing and shredding duties.
- To hold a recognised first aid certificate or be prepared to be trained to deal with children's' medical needs, as appropriate.
- To update the school website as required by the Principal.
- Maintain before and after school club registers and enquiries as required.

#### **Safer Recruitment and Human Resources**

- To ensure the Single Central Record is kept up to date at all times in collaboration with the Principal and/or Safeguarding Lead.
- To manage the recruitment process and ensure all safeguarding checks are carried out and completed within the Safer Recruitment guidelines including, online DBS and Health Questionnaires.
- To ensure all Personnel data and contracts held on file have the appropriate authorisations and are up to date (liaising with the Principal and Central Team where necessary).
- To draft contract offer letters as directed by the Principal and pass these to the Central team as directed.
- To advise and provide the Central Team with any contractual changes that require updating.

- To maintain sickness and holiday records and absence returns for teaching and non-teaching staff where appropriate, and ensure these are passed to the Central Team for processing.
- Attend Safer Recruitment/Arbor training and other training as appropriate to the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal or leader in charge to undertake work of a similar level that is not specified in this job description.

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Principal.....Date.....

Office Manager.....Date.....