**Esh Winning Primary School**

**Job Description**

**Office Manager – Grade 5**

Full time, term time only.

*Working hours to be negotiated.*

**Responsible to:**

The Governors and Headteacher

**Purpose and Scope:**

* To provide an efficient and effective administrative service to the Head Teacher and other staff.
* To assist the Head Teacher with the school’s administrative, financial and clerical functions in providing a high standard of administration within the school.
* To control the school’s administrative and financial information systems, ensuring that these functions support the management of the school in an efficient and effective manner.

**Duties and Responsibilities:**

* To ensure the smooth and efficient operation of the school’s administration systems through good liaison with colleagues, children and parents.
* To line manage the school’s Administrative Assistant.
* To liaise with other agencies to support school’s work, most notably:
  1. School Funding Division
  2. School and Governor Services
  3. School Health Personnel (notifying them of admissions)
  4. Contractors and suppliers
  5. DfE and other national agencies.
  6. Supply Agencies
  7. Human Resources
* To operate school’s computerised systems for:
  1. Pupil records
  2. Purchase of orders and payment of invoices
  3. Attendance
  4. Word processing
  5. Email and secure email system (checking this at least twice a day)
  6. Schools Portal
  7. Using IT systems and ARBOR – being responsible for the downloading and reconciling all financial information.
  8. SFVS
* To undertake general clerical and administrative duties to ensure the school office operates smoothly and efficiently. Duties to include:
  1. Receiving visitors, dealing with enquiries and making appointments on behalf of the Headteacher
  2. Personnel/staffing administration, for example contacting supply teachers, completing supply claim forms, maintaining confidential staff records and completing appointment details
  3. Completion of staffing, statistical and other returns
  4. Updating Single Central Record
  5. Diary management
  6. Management of ICT database/software
  7. Handling post, both incoming and outgoing and despatch as necessary
  8. Answering telephone calls, taking messages collaborating with staff and other agencies
  9. Maintaining and monitoring pupil records with particular reference to pupil absence, admission, transition and transfer.
  10. Maintaining dinner registers and school meals
  11. Filing information, invoices, correspondence, records etc
  12. Maintaining stock book
  13. Processing orders, receiving deliveries and arranging for storage or distribution
  14. Photocopying
  15. Booking school visits and organising travel arrangements
* Collecting and accounting for monies in receipt of :
  1. School meals and be responsible for free school meals system
  2. Uniform
  3. Manage Petty cash
  4. Educational visits – keeping records of all transactions producing annual balance sheets where necessary

* To provide support, guidance and advice to for the Head Teacher and Deputy Head Teacher with regards to confidential reports, references, statistical returns and records.
* To take responsibility for planning, development, design organisation and monitoring of support systems, policies and procedures.
* To be responsible for aspects of line management of premises and lunchtime and Out of School Hours staff as appropriate.
* Liaise with school leaders, teaching staff and support staff.
* Liaise with Headteacher and Local Authority with regard to the preparation of contracts and ensuring DBS documents are completed.
* Ensure all monies collected are banked in accordance with the Local Authority’s procedures and processes.
* Ensure the correct allocation to cost centre of all expenditure and income and the subsequent reporting to Headteacher and Governors.
* Undertake regular reconciliation and be responsible for the production of an annual balance statement.
* Maintain accurate, auditable records to monitor activity of the school charity, Winning Ways.
* To process computer based recording and reporting of attendance – phone parents to check absence and lateness. Monitor registers, complete attendance daily.
* To assist in the production of the school newsletter, school brochures.
* Ensuring best possible prices are secured from suppliers and check on delivery.
* To deal with all admissions and transfers of pupils.
* Comply with and assist in the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the designated person to ensure school complies with current legislation.
* To contact parents if children are ill.
* Administer medication and maintain incident records.
* Tracking teaching staff in-service training.
* To support the Headteacher in the financial management of the school, including responsibility for management of expenditure within an agreed budget. Processing capitation and budgets on ARBOR and give printout statements of account.
* Any other duties as may be allocated from time to time commensurate with the grading of the post.
* The post holder may be required to undergo training in order to carry out the duties of the post, or to update the skills of the post holder.
* Present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* The post holder will be expected to follow the school policy regarding the care, control and supervision of the children in the school.
* The post holder must have a current enhanced DBS check.

The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health and Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality and Diversity, Confidentiality and Induction