

Stanley Burnside Primary School
Job Description

Post Title: Office Manager Grade 5
Responsible to: Head Teacher
Hours of Duty: 37 hours per week (full time-term time)
Salary: Grade 5 £20,092- £22,183 (pro-rata)

1. PURPOSE AND SCOPE

Under the direction of the Head Teacher and in accordance with the practices and procedures of the school, assist with the management of the school's administrative, financial, technical and clerical support services to a high standard, ensuring that these functions support the management and teachers of the school in an efficient and effective manner. Assist with the development, planning and management of school support services and complex procedures. Uphold the school's agreed ethos and principles in all communication with pupils, parents, Governors and external agencies.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the Head Teacher or other members of the school's leadership team.
- 2.2 Responsible to other non-teaching staff where applicable.

3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

FINANCIAL

- 3.1 To assist in the preparation, controlling and monitoring of financial budgets and financial reports. To provide the Head Teacher and SMT with a range of financial and budgetary information as required.
- 3.2 To maintain accurate, auditable records to monitor activity of Private Account Funds via Excel Spreadsheet and to notify fund holders.
- 3.3 Responsible for undertaking regular reconciliation and balancing of the Private Account with bank statements.
- 3.4 Responsible for the production of an annual balance statement for external auditing purposes.
- 3.5 Responsible for the counting, receipt (excluding School Meals) and banking of all E6 monies in accordance with the Authorities processes and procedures.
- 3.6 Responsible for day to day operation and oversight of school online payments facility (School Money)
- 3.7 To be responsible for the collection of trip monies and liaison with parents.
- 3.8 To collect, record and issue receipts for School Fund monies as required, including school uniform, trips etc
- 3.9 Manage the petty cash account and allocate petty cash monies (In cash or by cheque) as authorized by the Head Teacher in accordance with the Authority's procedures.
- 3.10 Responsible for ensuring that all monies collected are banked in accordance with the Authority's procedures and processes.

- 3.11 Ensure the correct allocation to 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.
- 3.12 To manage the school's financial and operational information systems.
- 3.13 To ensure that the necessary administrative arrangements are carried out with regard to the processing of invoices, lettings, free meals, purchasing/ordering, and other financial and related procedures.

PERSONNEL MANAGEMENT

- 3.14 Liaise between school leadership team, teaching staff and support staff.
- 3.15 Allocate work and give instruction to caretaker and lunchtime supervisors as and when required.
- 3.16 Oversee annual leave requests and entitlement of caretaker and cleaning staff – establishing and maintaining an effective system to track leave taken and balances
- 3.17 To arrange training for other staff as appropriate.
- 3.18 To produce all documentation required for teaching and support staff appointments.
- 3.19 Ensuring that the personnel database is up to date at all times.
- 3.20 To maintain staff absence records and arrange supply cover for absent staff.
- 3.21 To develop and maintain all personnel records.
- 3.22 Responsible for the maintenance of the school diary.
- 3.23 To manage the school email account, ensuring appropriate actions taken, dealing with emails, replying to or forwarding them accordingly, in a professional manner, ensuring that urgent matters are drawn to the Head Teacher's attention.
- 3.24 To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- 3.25 Role requires working with a team.
- 3.26 Ability to present oneself as a role model to pupils in speech, dress, behavior and attitude.

CUSTOMER SERVICE

- 3.27 To ensure that hospitality is provided as and when required.
- 3.28 To handle issues, on the Head Teacher's behalf, often dealing with items of a sensitive or confidential nature.
- 3.29 To welcome prospective parents and visitors and give guided tours in the Head Teacher's absence.
- 3.30 To assist with supervision care and welfare of pupils as required.
- 3.31 Maintain accident records as required.
- 3.32 To undergo First Aid training and provide First Aid to staff and pupils as required.
- 3.33 To accept and sign for deliveries as appropriate
- 3.34 To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book.
- 3.35 Updating and using school communication systems as necessary.

FACILITIES MANAGEMENT

- 3.36 Where applicable, under the direction of the Head Teacher/Deputy Head Teacher to seek quotes and supervise contractual and related arrangements, including building works and

- maintenance, quality control of contractors' work, supplies and the administrative arrangements pertaining to contract management.
- 3.37 Responsible for ensuring that the best possible prices are secured from suppliers via a system of Tenders and Quotations and check on delivery.
 - 3.38 Responsible for ensuring the ordering of supplies and equipment for the school including issuing of invoices and ensuring settlement of accounts.

ADMINISTRATION AND ORGANISATION

- 3.39 To manage and implement the required checks in accordance with the school's safeguarding procedures and maintain the school's Single Central Record.
- 3.40 To manage the school's agreed admissions and induction procedures.
- 3.41 To deal with Secondary school transfer documentation.
- 3.42 To liaise with other schools as required to transfer or receive pupil data.
- 3.43 To contribute to the development and planning of effective and efficient support services within the school.
- 3.44 To compile and return statistical information as required by Local Authority and other agencies.
- 3.45 To manage, deal with, and undertake administrative, secretarial, word processing/typing, computing and information/data services, ensuring that these functions are organized efficiently to meet the needs of the school. Where required to manage other non-teaching support services.
- 3.46 To understand the implications of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- 3.47 To maintain effective high quality communication with parents, Governors and external agencies through the agreed school processes.
- 3.48 To carry out risk assessments to ensure effective identification of potential workplace hazards and to take steps to ensure health and safety.
- 3.49 Responsible for ensuring the preparation and maintenance of such reports, records and accounts as are required in conjunction with the school's computerized accounting systems (SIMS and data management system)
- 3.50 To undertake general duties of an administrative or organization nature and any other duties that are within the scope of the post as determined by the Head Teacher or senior members of staff.
- 3.51 To ensure all paperwork for school visits is completed, including the booking of transport, etc.
- 3.52 Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.

In addition, the post holder may be expected to undertake such other duties as may be allocated from time to time commensurate with the grading of the post.

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.