



Job Description

Office Manager (Band 4)

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Job Purpose: Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and the management of support staff, including co-ordination and delegation of relevant activities, maintaining confidentiality at all times.

Post Title: Office Manager

Responsible to: Headteacher

Workplace: Pele Trust Primary School

Band: 4

Job Reference: SG4

Responsible for: The management of the school office and office staff where appropriate

Resources

Staff	Supervision of a small number of staff, including training
Finance	Handling invoices, online payments and small amounts of petty cash
Physical	Office equipment, and maintaining the accuracy and security of databases and school systems
Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)

Duties and Key Result Areas

Organisation:

- Contribute to the planning, development, design, organisation and monitoring of school support systems, procedures and policies
- Manage the day-to-day school administrative workload
- Liaise between managers/teaching staff and support staff
- Attend regular team meetings with the Headteacher and colleagues as directed
- Undertake recruitment, induction, appraisal, training and mentoring for other staff, where required
- Deal with all administrative tasks relating to procurement and to communication with staff and parents

Administration:

- Contribute to the development, implementation and maintenance of record and information systems
- Provide detailed analysis and evaluation of data, and produce detailed reports and information as required
- Produce, and respond to, complex correspondence
- Provide organisational and administrative support to other staff
- Provide organisational and advisory support to the Governing Body (where required by the school)
- Manage complex administrative procedures
- Be responsible for the completion and submission of statutory and non-statutory forms and returns, including those to outside agencies e.g. DfE
- Manage school lettings
- Organise and monitor progress towards premises repairs

Resources:

- Be responsible for the selection and management of resources
- Provide advice and guidance to staff and others on complex administrative issues
- Undertake research and obtain information to inform decisions
- Manage school licences and insurance
- Support the management of facilities, including premises, lettings and associated income, buildings and projects
- Manage financial administration procedures in accordance with Pele Trust procedures and policies
- Be aware of health and safety issues in relation to display screen equipment and office practice

Responsibilities:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference, and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To undertake other duties and responsibilities as required commensurate with the grade of the post

Safeguarding

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. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements	Ability to travel to other Pele Trust schools if required
Working patterns	Usually delivered between the hours of 08:00 and 18:00 Monday to Friday during term time, with additional days required outside of term time as per contract
Working conditions	Usually indoors, with some outdoor working required, for example, to support break time or pick-up and drop-off

Person Specification

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Specification	Essential	Desirable
Knowledge and Qualifications	Level 3 or equivalent qualification in a relevant discipline (e.g. administration, accounts, customer service) Excellent numeracy and literacy skills (GCSE grade 4+ or equivalent)	Level 4 or higher qualification
Experience	Demonstrable experience of working in an office environment Experience of managing staff	Experience of working within a school or educational establishment Experience of managing and developing a staff team
Physical, Mental and Emotional Demands	Ability to organise and prioritise work effectively in a busy environment, maintaining accuracy and attention to detail Able to communicate calmly and professionally, including when handling sensitive or challenging situations Able to adapt to changing priorities and respond to day-to-day operational needs Able to carry out the duties of the role, including desk-based work and movement around the school, with reasonable adjustments where required	N/A
Skills and Competencies	Effective use of IT Understanding of education policy, including safeguarding Experience of using specialist equipment and resources Ability to relate to both adults and children Ability to self-evaluate learning needs and actively seek out learning opportunities	Effective use of specialist education IT (e.g. SIMS, CPOMS, parent communication systems) Full knowledge of relevant policies of practice and legislation
Other	Willingness to participate in personal development	Evidence of learning beyond the work place