

Archbishop Benson Primary School
Fun & Learning, Hand in Hand



OFFICE MANAGER JOB DESCRIPTION Updated 4.9.2019

Job Title:	Office Manager
Key Stage/Year Group	N/A
Hours:	FTE per week as outlined in job advert
Salary Range:	Pay range as outlined in job advert
Responsible to:	Head Teacher/Deputy or Assistant Head Teacher, Business & Compliance Committee
Direct Supervisory Responsibility for:	The post holder will be responsible for the deployment and supervision of the work of the School Secretary
Important Functional Relationships:	<u>Internal:</u> Headteacher, SLT, finance manager, finance/ accounting technician, teaching and non-teaching staff, pupils
Internal/External	<u>External:</u> parents, governors, Local Authority, other schools and colleges, suppliers of goods and services, visitors to the school

Main Purpose of Office Manager

- To support teaching and learning and to complement the professional work of staff and governors by providing high quality, professional support as part of a committed and flexible administration team
- To be responsible for managing the smooth & efficient running of the school's administration systems & structures
- To be responsible for managing the smooth & efficient running of the school's HR systems & structures acting at all time in accordance with agreed local and national HR policies and procedures
- To line manage the members of the administration team.
- To be the central administrative point of contact for the Headteacher and governors

Main Duties and Responsibilities:

Office Management:

- To manage the effective deployment of administrative staff in the provision of administrative and secretarial support, ensuring high quality levels of services are established and maintained.
- To undertake overall responsibility for ensuring the updating and accuracy of data on the SIMS network. To compile reports, returns and statistics for senior leaders, governors, LA, DfE and ESFA as and when required.
- To manage administrative staff to ensure the effective maintenance of accurate pupil records on computer, including assisting in the inputting of data, production of lists, reports, statistics and other student information as requested by members of the senior leaders and governors.
- To manage the necessary administration associated with the school's intake of new pupils and pupils leaving the school, ensuring records are forwarded and received appropriately.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and other information of a sensitive or confidential nature.
- To undertake overall responsibility for ensuring the highest professional standards within the administration team in engaging with parents & governors and welcoming visitors, ensuring signing in procedures are followed, as well as receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required.
- To oversee the scheduling and organisation of school events, meetings and diary appointments and liaising with school staff to follow up on internal and external communications
- To organise and maintain the Headteacher's diary and daily schedule, arranging appointments and liaising with the Headteacher regularly to follow up on external and internal communications
- To manage the provision of administrative support in respect of timetables, registers and absences, staff sickness, post book, school meals, school events, trips and outings and absences
- To manage the schools wider administrative function - receiving & distributing goods, organising stock control and stationary, taking minutes, filing, reprographics, maintaining office equipment.

- To support office systems for the collation and processing of school attendance data from school attendance records to ensure the provision of attendance reports and statistics for senior leaders, governors and LA/DfE departments as required.
- To ensure that appropriate supply cover is organised in a timely manner and to ensure that the Single Central Record is updated regularly with any supply staff working in the school
- To oversee the school meals system, liaising with the school meals provider, maintaining registers, ensuring the collection and banking of money and the completion of weekly and monthly returns
- To work with the ICT, Communication & Data Officer to ensure we are fully compliant in meeting GDPR requirements in relation to correct handling of personal data & information relating to pupils, parents, staff, governors and visitors
- To attend meetings as required.

Human Resources - Recruitment, Selection and Retention

- To provide HR advice & support to staff and governors
- To be proactive in liaising with our HR service provider on current & potential HR matters.
- To keep HR records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- To manage the overall processes for external and internal recruitment and selection and follow Safer Recruitment practices in all recruitment processes
- To ensure new recruits, contractors, tutors, volunteers have the correct checks, satisfactory references and DBS documentation prior to starting
- To be responsible for up-to-date employment contracts and offers of employment
- To be responsible for ensuring the Single Central Register (SCR) is up-to-date and accurate for all contacts with the school including employees, contractors and volunteers
- To support induction programmes for all staff
- To monitor probationary periods for support staff and ensure that probationary reviews are carried out at the correct time
- To oversee staff absence management and advise the headteachers/senior leaders and governors as required
- To make referrals of staff to occupational health as required and oversee the coordination of any reasonable adjustments as recommended by occupational health
- To support staff wellbeing plans, attend staff wellbeing meetings and liaise with headteacher/ Deputy or Assistant Headteacher/phase leaders with responsibility for this.
- To maintain a log of HR policies and procedures and ensure policies requiring review are drafted in line with current best practice and statutory requirements in readiness for governing board approval
- To advise the headteachers/senior leaders and governors with any investigation, disciplinary or grievances in accordance with employment law and ACAS.
- To manage the exit interview process, including conducting exit interviews as required

Staffing & Payroll

- To maintain the staffing establishment records.
- To manage payroll and pensions systems, ensuring accuracy, compliance and appropriate approval at all stages.
- To undertake associated personnel administration, including completion of staffing forms, liaising with the finance manager, our HR provider and/or the LA as appropriate and maintaining staff files, ensuring confidentiality with regard to such records.
- To maintain oversight of casual claims for supply teachers and for staff working extra hours produced within the team for payroll purposes
- To ensure monthly returns for absence, lunch duty, supply claim forms etc and are submitted to payroll provider by the monthly deadlines
- To advise the headteacher over any contractual changes and ensuring these are passed to the finance manager.
- To create and co-ordinate with the headteacher/senior leaders the accuracy of job descriptions
- To be aware and up-to-date with market rates and external remuneration information
- To co-ordinate the annual pay review administration and undertake reviews of job descriptions and person specifications
- To maintain the staffing costs information for the school, prepare projected costs and support the finance officer manager with resource planning
- To support the finance manager with reports for the Governing Board and provide accurate and timely management information as and when required

Other:

- To organise with training providers the relevant training courses for staff in accordance with their training needs as requested by the headteacher/head of department.
- To work with senior leaders and governors in promoting and marketing the school
- To assist in the management of health-and-safety compliance
- To supervise, train and develop staff as appropriate
- To attend meetings as required.

General

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the school's pupils at all times
- To act as a professional team member and provide support and cover for other staff where needs arise
- To be aware of and adhere to all school policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To regularly review the effectiveness of your performance, participating fully in training and development opportunities identified by the school or developed as an outcome of your performance management review
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including H&S, Data Protection).
- To undertake other duties appropriate to the post as required by the Headteacher, DHT or AHT

Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities. Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

General Expectations for support staff:

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher. This job description does not form part of the contract of employment. It describes the way in which the member of staff is expected and required to perform and complete the particular duties as set out above.

Health & Wellbeing

Archbishop Benson School is committed to being a mindful organisation that actively values the health & wellbeing of everyone in the school. We strive to make it so. We recognise that every individual has a right to:

- Mental, emotional, social and physical wellbeing
- Experience personal achievement

Archbishop Benson School is dedicated to ensuring these rights are delivered. As employers, we recognise that employee engagement is critical in ensuring that health and wellbeing provision is meaningful and successful. We are all responsible for creating an organization that promotes health and wellbeing strategies.

Health & Wellbeing strategies are opportunities to advance our workforce to a distinctive level. Inspirational learning environments can be created with a motivated, valued and dynamic workforce.

Health & Wellbeing is core to a first class workforce where the pupils will be rewarded with outstanding outcomes.

A meaningful and successful Health & Wellbeing provision involves the engagement of all employees, therefore it is the aim of Archbishop Benson School that each individual will:

- Promote healthy life style choices during the school day
- Be a positive role model
- Be responsible for actively seeking support if it is needed, professionally or personally
- Participate in personal and professional development opportunities, strategies and training

ARCHBISHOP BENSON CE PRIMARY SCHOOL
OFFICE MANAGER JOB DESCRIPTION
STAFF DECLARATION FORM

I hereby confirm that I have read and understood the Office Manager job description and that I will abide by the duties and responsibilities outlined in this document.

SIGNED: _____

PRINT: _____

DATE: _____

