

ST WULSTAN'S
CATHOLIC PRIMARY SCHOOL



**St Wulstan's Catholic
Primary School**
Job Description Office Manager

Job Description for Office Manager

Reports to

Principal/School Business Manager

Purpose of the Job

Level 4 Staff will work with a reasonable degree of autonomy and may be responsible for a number of areas of work.

Staff working at level 4 may also be responsible for the supervision of other staff members. Staff undertaking a level 4 role must have specific skills and experience relative to the role being undertaken and will carry responsibility for overseeing tasks with only occasional referral to line manager. The entry requirement recommended for this role is NVQ 3.

Specific Accountabilities

The principle accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

Main duties

Pastoral

- A commitment to the care and nurture of our children at all times.
- As primary first aider to care for children who are ill and administer first aid (training provided if necessary).
- Meet and greet parents and children as a welcoming face of the school.
- Deal with the daily flow of traffic through the office to include children, parents and staff.
- Maintain the reception office and entrance hall ensuring that the area is well presented, tidy and safe at all times.
- Ensure security protocols are communicated to and understood by all visitors at the school, eg. wearing a name badge.

Administrative Duties

- Acting as the Professional assistant to the Principal including dealing with highly confidential and sensitive issues.
- Managing stock processes.
- Being responsible for the principal's and other senior leaders' diaries and e-mails, taking further actions as directed and as appropriate.
- Managing the organisation of school events, trips and related administration; ensuring insurance arrangements made.
- Liaising with the clerk to the academy committee to provide reports for meetings and ensuring deadlines are met.
- Completing statutory returns e.g. forms for DfE, DES and other public bodies
- Co-ordinating the content for school publications and liaising with external publishers as necessary.
- Maintaining the Register for annual licence reviews and ensuring renewal where appropriate.
- Manage and maintain the school calendar.
- Monitor the Principal and school office email.

- Responsibility for the monitoring of pupils attendance, including reporting to the Education Welfare Office as and when required and escalating concerns to the SLT.

Financial Duties

- Being responsible and accountable for petty cash where referral to the Business Manager / Principal is for approval only on individual spending items
- Preparing orders and identifying budget codes
- Holding a key to the school Safe.

HR Duties

- Processing all documentation required for teaching and non-teaching staff appointments or changes.
- Creating, maintaining and updating confidential staff files.
- Process all routine aspects of teaching and support staff appointments.
- Recording staff absences and ensuring that Dudley education HR and the staff concerned are notified within the appropriate timescales.
- Arranging supply / casual cover as required and process claim forms as necessary.
- Being responsible for ascertaining cover requirements in school and arranging that cover, in conjunction with the appropriate line manager where appropriate.
- Managing HR administration for out of schools clubs including identifying rates of pay and correct contracts
- Processing timesheets for payment of supply cover
- Monitoring sickness and holiday leave and completing / authorising timesheets as appropriate e.g. for Dinner Supervisors and Taxi / Minibus escorts
- Drawing up advertisements for vacancies
- Delivering training to others as directed
- Monitoring advertising, recruitment and selection process
- Being the responsible First Aider for the school.

Staff Supervision

- Supervising and motivating office staff for whom responsible.
- Assisting with the assessment and development of their training needs.

Data Management

- Being responsible for the management of schools information management systems
- Being responsible and accountable for producing assessment data for analysis
- Producing statistical information on key stage results

Support for the School

- Being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Being respectful of and contributing to the Catholic ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.

- Attending and participating in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post as reasonably requested by the Principal
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Person Specification for Office Manager

Experience:	<p>Office experience including the development, management and operation of administrative systems.</p> <p>Experience of financial record keeping including processing of invoices, cash handling and reconciliation.</p>
Qualifications or Training:	<p>NVQ Level 3 in administration or relevant subject or equivalent qualification.</p> <p>Very good numeracy and literacy skills.</p> <p>Paediatric first aid qualification or a willingness to undertake training.</p> <p>Willing to undertake the relevant training as required.</p>
Practical Skills:	<p>Effective use of ICT packages.</p> <p>Ability to use relevant technology and equipment e.g. computer/keyboard/photocopier.</p>
Personal Qualities & Attributes:	<p>A knowledge of Equality and Diversity issues.</p> <p>Ability to understand and relate well to children and adults.</p> <p>Able to work as part of a team, understanding school roles and responsibilities and own position within these.</p> <p>Ability to identify own training needs and willingness to participate in training and development opportunities.</p> <p>To comply with the schools commitment to the protection and safeguarding of children.</p>