

## **SCHOOL OFFICE MANAGER – DESCRIPTION OF ROLES ADDITIONAL TO EXISTING OFFICE STAFF JOB DESCRIPTION**

**St Matthew's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

**POST TITLE:** School Office Manager

**GRADE:** Level 3, Grade 4, Points 7 to 11;

**RESPONSIBLE TO:** The Head Teacher and Senior Leadership Team

### **PURPOSE OF JOB:**

To lead the administrative team in supporting the school in attaining its aims and objectives, in particular in relation to the main functions of the school. Working in close liaison with leadership team taking decisions on day to day operational matters within guidelines of workplans, policy, procedure etc. Such decisions include; planning and prioritising, allocating, and organising work, developing and using new technology, monitoring performance, taking remedial action as required.

### **MAIN RESPONSIBILITIES:**

#### **General Responsibilities of All Office Staff**

1. To undertake a wide variety of administrative and clerical tasks to support the efficient administration of office services within the school including filing, photocopying and producing routine correspondence and reports.
2. To deal with enquiries to the school office by 'phone, email and in person.
3. To enter data into school information systems, ensuring pupil records are kept up to date, liaising with other schools and the County Council Admissions Team as required.
4. Management of reception, ensuring that security procedures are adhered to and that the visitors' book and lateness books are maintained. Ensure reception facilities are attractive and welcoming.
5. Maintain stationery supplies and other supplies for the office and order new as required.
6. To oversee attendance records and follow up instances of unexplained absences, and to highlight to the relevant senior leader oversees attendance, repeated instances of lateness, liaising also with the Education Welfare Officer.
7. Sort and distribute post. Operate outgoing postal system.
8. Assist with the administration of school trips, including booking of coaches, maintaining payment records and following up of unpaid monies as required. Preparing banking returns and keeping disadvantaged subsidy records.
9. Attending to first aid cases as required, keeping records of treatment given, and also maintaining the medicine log book.
10. Any other duty consistent with the post.

#### **Specific Responsibilities of Office Manager**

1. Provide timely and effective operation of secretarial and administrative support service to the leadership team in accordance with good secretarial practice.
2. To develop existing practices regarding office staff including leading initiatives for the most efficient use of resources;
3. To have overall responsibility and direction of all office staff making the best use of physical, financial and human resources available, allocating and monitoring work as required, checking for quality and accuracy.
4. Participating in the prioritisation, organisation and monitoring of day to day operations.
5. Participate in recruitment processes, including short listing, interviews and preparation of recruitment material for staff supervised.

6. Developing and implementing an induction process and training for all new appointments in the office staff team.
7. Supervision of office staff, allocating and monitoring work as required, checking for quality and accuracy.
8. Assess training needs of staff and arrange training accordingly.
9. Deal with line management staffing matters, including induction
10. Development and maintenance of computer systems ensuring current systems answers and operates effectively keeping abreast of new technology, advising and recommending as required.
11. Ensuring that all office staff maintain a tidy, professional working environment that presents a positive image of the school to visitor
12. Ensuring that all members of the office team present a positive, professional friendly
13. Any other duties relevant to the post.

## Person Specification

### Essential Experience:

- Administrative experience
- Line management responsibility
- Experience of using data input systems
- A commitment to safeguarding pupils and to implementing the school's child protection and safeguarding policy and procedures

### Desirable Experience:

- experience of the above in a school/educational setting

### Qualifications or Training:

- Excellent ICT skill levels
- The ability to relate well to children and adults and to recognize the need for confidentiality in dealing with sensitive information.
- The ability to work well as part of a team and to use initiative when required.
- Excellent communication skills.
- Competent ICT skills using standard WP packages and familiarity with the use of databases.
- The ability to manage own time effectively and prioritize work as necessary.
- The willingness to adapt to new systems and technology as required and have a flexible approach to the challenges of a varied working day.
- A good sense of humour.

### Essential Practical Skills:

- The ability to lead, organise and motivate a team
- The ability to work well as part of a team and to use initiative when required.
- Excellent communication skills, both written and verbal
- Competent ICT skills using standard office software (e.g. Microsoft Word), email and familiarity with the use of databases.
- Highly organised and able to manage own time effectively and prioritize work as necessary.
- The willingness to adapt to new systems and technology as required and have a flexible approach to the challenges of a varied working day.
- A commitment to safeguarding the welfare of all children, including the ability to follow the school's Safeguarding and Child Protection Policy and all other policies relating to safeguarding and well-being of the children of the school.

### Essential Personal Qualities & Attributes:

- The ability to work positively with staff, children and parents
- The ability to think strategically.
- The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others.
- The ability to support colleagues.
- The ability to be flexible and positive, dedicated and trustworthy.
- To be loyal and committed to the school.
- An ability to establish and develop positive relationships throughout the school and with its partners;
- A good sense of humour