Wylde Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be requested to apply for Enhanced Disclosure from the Criminal Records Bureau, although a criminal record will not necessarily be a bar to obtaining the position.

Job Title: Office Manager

Grade: 3

Reporting to: School Business Manager

Working Time: 35 hours TTO

Purpose of Job:

The post holder is responsible for:
1. Planning, directing and delivering the work of the Office Administration Team in accordance with priorities set out by the School Business Manager
2. Providing full support to the Headteacher/School Business Manager by delivering/coordinating the provision of personalised administrative support as required
3. Supporting Finance and Personnel functions, as directed by the School Business Manager

School Office Management and Administration

1. Provide full administration support for the school and ensure office staff are organised, directed, trained, developed and appraised to meet requirements
2. Line manage administrative team
3. Be responsible for certain aspects of performance management and professional development for the administrative team
4. Ensure front-line enquiries from staff, pupils, parents and visitors are dealt with promptly
5. Keep office organised, fully stocked, all relevant forms in place and paperwork and data filed appropriately
6. Assist the Headteacher/School Business Manager with specific administrative tasks as and when required and provide additional support to senior staff
7. Maintain confidentiality
8. Open and distribute post and enquiry emails daily
9. Ensure all pupil records, consent forms and documents are properly maintained, filed and manually/electronically transferred when pupil leaves
10. Advise parents of grants, school meals, school journey, admissions applications
11. Organise supply teaching and support staff provision for planned and unplanned absences, in liaison with Deputy Headteacher and Headteacher
12. Provide administrative support at meetings, taking minutes where necessary, preparing and distributing agendas and minutes (including School Charitable Trust)
13. Update general office procedures manual to reflect current practice and promote rotation of roles/tasks
14. Take responsibility for inputting end of key stage data, targets etc and making sure they are correctly sent to either the LA or DfE
15. Manage the collection, collation and distribution of all statistical and statutory returns, including the workforce census and the main school census
16. Produce and distribute the Wylde Green Primary School newsletter
17. Administration of after school clubs
18. Management of visits and school journeys – transport/letters/bookings/money collection
19. Administration of Admissions, In Year Admissions and Exclusions
20. Working closely with the clerk to governors, maintain and update the policies folder and control sheet and manage the governor elections process

**Organisation**

1. Ensure the effective operation of the school reception/office, so that all visitors, staff and pupils are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location
2. Safeguarding – oversee entry/exit procedures for all staff, pupils, parents, carers and visitors
3. Assist the school staff in the organisation of events such as residential trips, sports days, parents’ evenings, open days/evenings, transition days, productions etc and to organise associated administration/refreshments

**Finance**

1. To support the SBM to assess and administer IR35 legislation using the HMRC tool and maintain associated records
2. Manage the banking and petty cash system
3. Manage, implement and oversee the use of a range of school software packages including Live Kitchen, Parent Pay, Marvellous me etc.
4. Oversee the eligibility of FSM, parents and carers.
5. Support the SBM in the reconciliation of the school budget, oversee school fund, monies banked and prepare accounts for school auditor
6. Accurate recording of data relating to raising orders, deliveries, reconciling delivery of goods with orders, invoicing and payment of goods and services and income recording, ensuring that financial deadlines are met
7. Oversee the administration of the school purchase card software - DCAL
8. Ensure that money handling procedures are in place and implemented by all staff
9. Ensure that the school safe is managed effectively and money banked on a regular basis
10. Understand the processes related to electronic payment systems and oversee the implementation and continuing development
11. Monitor and update the school inventory on a termly basis or as necessary, ensuring that all new resources are added and old resources are disposed of appropriately
12. Work with School Business Manager on any Finance issues, as required

**HR and Safeguarding**

1. Assist the Deputy Headteacher and School Business Manager with co-ordinating the induction process for all new staff to the school and also assist with the administration processes involved when a member of staff leaves
2. Maintain accurate weekly record of staff absence and sickness
3. Manage the payment of supply teachers and reconcile with timesheets
4. Carry out the administrative processes and correspondence relating to recruitment to include seeking references, preparation of interview packs, appointment forms etc
5. Oversee all DBS checks and assist the School Business Manager in maintaining the School’s ‘Single Central Record’ ensuring it’s maintained in accordance with HR guidance
6. Comply with Safer recruitment procedures with new employee files/pre-employment checks
7. Set up new employees on Facility
8. Oversee all Safeguarding/First Aid certification for staff, ensuring it is current and renewed ahead of expiry
9. Assist with Health and Safety administration relating to reporting of accidents/near misses

Resources

1. Operate relevant equipment and computing software e.g. MS Office, Facility, Outlook, Google Chrome etc
2. Safeguard and maintain stationery stock levels for the office and for some other areas of the school such as the photocopier and water supplies
3. Maintain and update the school website to ensure information is kept up-to-date
4. Maintain licencing data and recording of laptop and ipad agreements
5. Support the School Business Manager with the monitoring and maintenance of the school’s compliance records associated with GDPR

General

1. To ensure all tasks are carried out with due regard to Health and Safety
2. Be aware and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person
3. Attend Open Days, Parents Evening etc. where necessary
4. Meetings - attend and participate in such staff meetings / other working groups as are appropriate to the role
5. Participate in training and other learning activities as required in order to maintain an awareness of current practices
6. Adhere to the principles of performance management
7. Set high expectations of conduct, whilst acting as a good role model for others
8. Ensure that output and quality of work is of a high standard and complies with current legislation / standards
9. Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Supervision

- School Business Manager
- Level of supervision
  - Plan own day to day work to meet defined objectives
  - Regular meetings with the School Business Manager
  - Annual review with the School Business Manager
## PERSON SPECIFICATION

**Job Title:** OFFICE MANAGER  
**Grade:** GR3  
**Division:**

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<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>M.O.A</th>
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<tbody>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td>Experience of working in a school office</td>
<td>Experience of working in a school office within a senior</td>
<td>Application/References/Interview</td>
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<td>(Relevant work</td>
<td>Experience of managing a team</td>
<td>administration post</td>
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<td>and other</td>
<td>Experience of managing pupil records and returns</td>
<td>Experience of working in school finance</td>
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<td>experience)</td>
<td>Minute taking experience</td>
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<tr>
<td>**SKILLS AND</td>
<td>Excellent working knowledge of Microsoft Word and Excel</td>
<td>Good working knowledge of Microsoft Outlook and Publisher</td>
<td>Application/References/Interview</td>
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<td>ABILITIES**</td>
<td>Excellent organisational skills and attention to detail</td>
<td>Good working knowledge of Facility CMIS, , Group call (School will be</td>
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<td>(Eg Written</td>
<td>Ability to communicate at all levels both orally and in writing</td>
<td>transitioning to SIMs January 2020)</td>
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<td>communication</td>
<td>Ability to work collaboratively and lead a team</td>
<td>Full working knowledge of relevant policies/code of practice/legislation</td>
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<td>skills, dealing</td>
<td>Ability to interpret varying situations and solve problems on a day to</td>
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<td>with the public)</td>
<td>day basis</td>
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<td>Ability to work with autonomy within set boundaries</td>
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<td>Ability to cope with conflicting demands, deadlines and interruptions</td>
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<td><strong>TRAINING</strong></td>
<td>Interest in own personal development and willingness to undertake further</td>
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<td><strong>QUALIFICATION</strong></td>
<td>GCSE’s in English and Mathematics at grade A*-C or equivalent</td>
<td>NVQ Level 3 or 4 (or equivalent) in Business or School Admin or Finance</td>
<td>Certificates to be seen at interview</td>
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<td>Word Processing qualifications</td>
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<td><strong>OTHER</strong></td>
<td>Must be willing to work in a developing and pressured environment in</td>
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<td>order to meet the needs of the school</td>
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<td>Flexible approach,”can do” attitude</td>
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Be committed to safeguarding and promoting the welfare of children and young people.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY