



HOWARD PRIMARY JOB SPECIFICATION

POST: Office Manager

GRADE: Administration and Organisation Level 3+ - Grade 6 (SCP 18-20)

HOURS: 36 per week term time only plus 2 weeks during holiday time (to be agreed with Head Teacher)

RESPONSIBLE TO: Head Teacher, Senior Leadership Team and Governors

RESPONSIBLE FOR: Line-management of premises and admin staff

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected at the direction of the Head Teacher.

Management and strategy:

- Support SLT to manage recruitment, performance management, appraisal and development for administrative and premises staff.
- Where necessary attend and support at senior leadership team meetings.
- In the absence of the finance manager, take delegated responsibility for finance and other decisions.
- Work with the school's GDPR compliance officer to ensure high levels of data protection in school.
- Establish and use effective methods to review and improve administrative systems.

Human Resources Management:

- To oversee human resources matters (e.g. staff induction, exit interviews, liaising with HR consultants, return to work meetings after illness, absence management etc.)
- To maintain the appropriate information system for the school's Single Central Record.
- To oversee the maintenance of confidential staff records, and to ensure that staff records held in the school by others are kept confidential.
- Ensure people have a clear understanding of policies and procedures and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned and provide support where necessary.

Estate Management:

- To assist the headteacher with the responsibility for the maintenance of the school site and the buildings, working closely with the finance manager and caretaker and ensuring records are kept updated.
- To liaise with the finance manager for any contracts coming to an end and agree procurement activities.
- To know about the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
- Work closely with the finance manager and caretaker to assist in ensuring repairs and installation works are effectively and safely undertaken including liaising with the local authority and relevant contractors as appropriate.
- To be responsible for the letting of the school premises to outside organisations if required.
- To support the caretaker in the management of fire safety records and practices, ensuring emergency procedures are current and timely.
- Ensure ancillary services e.g. catering, cleaning etc. are managed and monitored effectively.

Risk Assessment:

- To assist with effective risk management, for example, in health and safety. To report any health and safety issues to SLT (e.g. accident reporting). To maintain and update risk assessments within the school in conjunction with the caretaker and SLT.
- To contribute to the maintenance of the school disaster recovery plan and its place within the management procedures of the school.

Whole-School Administration:

- To manage the general administration of school systems including SIMS, admissions, parent pay, parent communication systems, newsletters etc.
- To be responsible for obtaining the necessary licences and permissions ensuring their relevance and timeliness.
- To attend relevant training and meetings where appropriate as directed by the Head Teacher.
- To prepare relevant paperwork for Governors and the Head Teacher.
- Working alongside the admin assistant, to be the first point of call for parents and other visitors and parties, managing the front entrance, phone calls and emails to school.
- To manage all admission arrangements working alongside the admin assistant.
- Prepare information for publications and returns for the DfE, LEA and other agencies and stakeholders within statutory guidelines.
- Contribute to safeguarding practices and record incidents in central Child Protection Online Management System (CPOMS) as required.