

## Job Description

<b>Job Title:</b> School Office Manager	<b>Grade:</b> HC05
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<p><b>Main Purpose of Job:</b></p> <ul style="list-style-type: none"> <li>• To organise the school day</li> <li>• To provide administrative and financial support to the school.</li> </ul>
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<p><b>Main Responsibilities / Accountabilities</b></p> <p>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation.</p> <p><u>Information</u></p> <ul style="list-style-type: none"> <li>• To manage all administrative aspects of the school office.</li> <li>• To maintain computerised records and databases and adapt these if necessary.</li> <li>• To maintain accurate pupil and staff records.</li> <li>• To complete accurate information for submission of the school census returns.</li> <li>• To maintain records relating to attendance and produce data on these.</li> <li>• Take responsibility for ensuring visitors are signed in and out of the school in line with Safeguarding policies and procedures.</li> <li>• To check identification of staff and volunteers and to be responsible for the maintenance of a single central record for recruitment checks, including qualifications, identity, DBS check, childcare disqualification and right to work in the UK.</li> <li>• To undertake the administration of school lettings, including investigating ways of increasing Income further if necessary.</li> <li>• To be a key holder, and respond to emergency call-outs, if necessary.</li> <li>• To maintain supplies of school stationery and other school resources within an agreed budget. To initiate and process orders within defined perimeters.</li> <li>• To process purchase orders and invoices and reconcile the bank.</li> </ul>
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<p><b>Job Activities:</b></p> <ul style="list-style-type: none"> <li>• To be the first contact of the school for Parents, Governors, Visitors. Dealing with all enquiries which will regularly involve more complex enquiries, knowing when to involve more senior members of staff.</li> <li>• To undertake typing/word-processing duties, including those requiring complex formatting.</li> <li>• To file documents.</li> <li>• To assist in maintaining medical records for pupils and ensure that all medical information is passed on to all relevant staff.</li> <li>• To assist in the management of the School's First Aid and deal with accidents, injuries and sick pupils.</li> </ul>
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- To liaise with school health for school medicals and vaccinations.
- To take a lead role in arranging photographs and events etc and support the booking of transport for school trips.
- To investigate reasons for a pupil absence, including telephoning parents and, where necessary, liaising with the Safeguarding Manager. To ensure that Attendance Registers are kept up to date.
- To maintain records relating to attendance and produce data on these.
- To maintain complex computerised records and adapt these if necessary.
- To undertake the administration of school lettings.
- To provide information to the Head of School and Senior Leadership Team.
- To support the management of the school fund and complete bank reconciliations.
- To process purchase orders, receive and check goods, check invoices and process onto XERO for payment in accordance with established procedures.
- Upload files and monthly Bank Statements to XERO.
- To manage the school milk and fruit within the school and preschool
- To maintain supplies of school stationery and other school resources within an agreed budget.
- To collect money from pupils via the school's online payment system and ensure accurate records are kept, including those for the school's wrap around care service.
- To check identification of staff and volunteers and to be responsible for the maintenance of a single central record for recruitment checks, including qualifications, identity, DBS, childcare disqualification and right to work in liaison with the Safeguarding Manager.
- To keep up to date with the main Health and Safety issues specific to the school. Including completing weekly fire alarm and emergency lighting tests, plus monthly legionella water testing and the record keeping involved in these tasks.
- To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and act as Administration Systems Manager.
- To maintain pupil records, including ensuring the timely and safe transfer of pupils paper records and CTF when pupils transfer to new schools.
- To ensure that all pupil data held is inputted correctly and changes to details are made promptly, including those of the pupils attending Preschool.
- To follow the relevant procedures for ensuring that information and data is collected and

recorded accurately, thus enabling the production of reliable analyses and reports.

- To work alongside the Preschool Manager to ensure that the administration of NEF, the headcount and invoicing parents for Preschool sessions plus relevant records are kept up to date.
- In conjunction with the Preschool Manager, ensure that accurate records are kept with regards to spaces taken within the preschool and the availability of spaces at all times.
- In conjunction with the Preschool Manager assist new parents to book places for their children to attend Preschool

**Other information:**

Disclosure type: enhanced

**General information:**

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the school.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Head of School:

Date:

## PERSON SPECIFICATION

**Job Title:** School Office Manager

**Grade:** HC05

All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a clerical/administrative role, at least one year of which should be within a school.</li> <li>• Experience of dealing with members of the public, including those who may be angry or upset.</li> </ul>	AF, I
<b>Skills and Abilities</b> <i>Including personal attributes</i>	<ul style="list-style-type: none"> <li>• Ability to draft effective and accurate letters.</li> <li>• Able to communicate effectively with parents, pupils and visitors to the school.</li> <li>• Effective user of Word, Excel and a school MIS system (ie. ScholarPack)</li> <li>• Well-organised and flexible approach to work.</li> <li>• Ability to work constructively and supportively as part of a team.</li> <li>• Good attention to detail.</li> <li>• Able to work largely on one's own initiative.</li> <li>• Good customer care skills.</li> </ul>	AF, I
<b>Qualifications and Training</b> <i>including professional qualifications</i>	GCSE Maths and English, or equivalent. RSA 3 in word-processing (or equivalent)	AF, I
<b>Other Factors</b> e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.	Commitment to working with young people.  Willingness to work in support of the inclusive ethos of the school.  Police clearance.	I  EDBS Police Check

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation