

Job Description School Office Manager

Scale 5 point 22 – 25

Responsible to: Headteacher and Deputy Headteacher

Job Purpose

Working closely with the Administrative Assistant and North East Learning Trust teams; organise and supervise administrative systems and support staff in the school office and be responsible for undertaking administrative, financial, organisational processes, maintaining confidentiality at all times. Assist with the planning and development of support services.

The key duties of this post will generally include:

Organisation

- To supervise the day-to-day work of the administrative function of the school office
- To contribute towards the planning, development and organisation of the support service systems, procedures and policies
- To supervise, train and develop administrative staff as appropriate
- To organise school visits / events, school photographer etc.
- To ensure all visitors receive a warm welcome and in accordance with safeguarding procedures. To provide hospitality as required.
- To organise and maintain HR records for personnel.

Administration

- To undertake word processing, IT based tasks and school correspondence
- To provide personal, organisational and administrative support to staff and the Governing Body
- To co-ordinate admission arrangements of pupils, maintain waiting lists and allocate nursery spaces accordingly to the school's admission policy
- To maintain pupil records and be responsible for completion and submission of forms, returns etc., including those to outside agencies e.g. census to DfE



- To carry out first day attendance response, maintain records of absence/lateness and highlight any concerns to the senior leadership team
- To reconcile income received, maintenance of records and ensure cash is stored securely.

Resources

- To be responsible for ordering resources, ensuring best value
- To operate relevant equipment, IT packages, Trust wide systems e.g. SIMS, Tucasi, Proactis
- To provide advice and guidance to staff on administrative issues
- To manage financial administration procedures in line with current Trust Financial Regulations and maintain appropriate records to satisfy internal audit
- To assist with marketing and promotion of the school as and when required
- To assist with the organisation of premises repairs under the direction of the Trust Administration Manager.

Responsibilities

- To contribute to the overall ethos/work/aims of the school
- To be committed to the safeguarding and promotion of the welfare of children and young people
- To comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- To develop constructive relationships and communicate with all staff and other agencies/professional
- To function as line manager for all administrative staff.
- To participate in training and other learning activities and performance development as required
- To recognise own strengths and areas of expertise and use these to advise and support others
- To attend and participate in regular meetings with the Head Teacher and Trust Office Managers to provide updates, discuss developments of the administration function and share any issues or concerns
- Such other responsibilities allocated which are appropriate to the grade of the post.

Professional Values and Practice

Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.

Treating pupils consistently with respect and consideration, and being concerned with their development as learners.

- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.

- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

June 2018