

## **SHEERHATCH PRIMARY SCHOOL**

### **JOB DESCRIPTION**

JOB TITLE: Office Manager

PAYSCALE: NJC Level 4

CONTRACT TYPE: Permanent. Part time – 32.5 hours, term-time only including 5 training days.

START DATE: 15<sup>th</sup> May 2024

RESPONSIBLE TO: Head Teacher

WORK LOCATION: 3 days Cople site 2 days Willington site

JOB PURPOSE: To provide administrative support to the Head Teacher and within the school.

Main duties and responsibilities:

- To act as first point of contact, undertake reception duties and deal with general enquiries from visitors, parents, staff, etc.
- To provide clerical support to the Head Teacher and teaching staff.
- To liaise with the Finance Manager, Site Agent and Care Club Leader.
- To operate the school telephone system, forwarding calls as appropriate and taking messages as required.
- To oversee administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.
- To deal with class registers, extracting and collating data on pupil absence as required by the Head Teacher.
- To oversee tasks relating to new admissions and the transfer of leavers and the maintenance of pupil records including changes of address, emergency contact numbers, medical, etc.
- To ensure that all Local Authority and DfE deadlines are met, e.g. pupil census, staff census.
- To undertake administrative duties in respect of free school meals, HAF vouchers, Cool Milk and Willington site fruit.
- To be responsible for the personnel administration function in relation to new appointments, leavers and changes to contracts, liaising as necessary with personnel and payroll providers.
- To download the monthly payroll ensure its approval by the Head Teacher.
- To complete sickness and other absence returns in respect of all staff and maintain records of absences.
- Liaise with Bedford Borough HR and complete administrative duties for staff absence insurance.
- To support the group leader and EVC with the administration and co-ordination of educational visits, including booking transport, and setting up the collection of monies.
- To maintain stocks of stationery and office supplies and oversee stocktaking. To assist with ordering of supplies, receiving deliveries of stock, checking against delivery notes and informing intended recipients of any shortages, damage etc.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

	<b>Essential</b>	<b>Desirable</b>	<b>A=application R=reference I=interview C=certificate</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GSCE education to include English Language and Maths (or equivalent)</li> </ul>		A C
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous, recent experience in a school administration role</li> </ul>		A R I
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Experienced in information management systems</li> <li>• HR policies/codes of practice/personnel procedures and employment legislation</li> <li>• An awareness and understanding of safeguarding responsibilities of all adults who work with children</li> </ul>	<ul style="list-style-type: none"> <li>• School financial management and accounting</li> <li>• RMIntegris</li> <li>• Resource management and procurement</li> <li>• Knowledge of premises maintenance</li> </ul>	A R I
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills – orally and in writing</li> <li>• Good organisational skills</li> <li>• Higher level IT skills</li> <li>• Ability to use initiative, prioritise, meet deadlines and manage own workload</li> <li>• Excellent interpersonal skills</li> <li>• Ability to work as part of a team</li> <li>• Ability to maintain a positive and professional demeanour</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to undertake further training</li> </ul>	A R I C