



# Office Manager Job Description



**Job Title:** Office Manager

**Responsible to:** Principal Finance Officer

**Grade:** 4

**Role purpose:** The postholder will manage the administrative functions undertaken by the Office and work closely with the Finance Officer to help facilitate the smooth and efficient running of the school.

## **Roles and Responsibilities:**

### **Staffing**

1. Assist the Principal Finance Officer in the recruitment, selection and appointment of Office and other Admin Staff.
2. Co-ordinate and supervise the work of the Office Team and have a general oversight of other Support Staff when requested.
3. Set work priorities, allocate duties and ensure that duties are undertaken to the required standard. Resolve any difficulties as they arise.
4. Identify any training needs and organise training as appropriate.
5. Assist the Principal Finance Officer in matters relating to staff disciplinary and grievance procedures.
6. Assist with the induction process for new staff and carry out Performance Management Reviews.
7. Organise staff cover for the school holidays and plan staff time for disaggregated staff training days.
8. Ensure that admin tasks are reallocated in the event of staff absence.

### **Office Management and administration**

1. Undertake HR administration, maintain the Single Central Record and undertake DBS checks.
2. Have an overview of the personnel and administrative processes undertaken in the Office.
3. Ensure that electronic correspondence is stored systematically and linked to student records as appropriate.
4. Manage the school communication system.
5. Oversee the ordering of office supplies, materials and services ensuring that stock levels are maintained.
6. Ensure that staff training is booked as required.
7. Participate in relevant Working Groups.
8. Keep a supply of second hand uniform for loan or donation in appropriate cases.
9. Oversee the administration relating to the school minibus and book servicing as required. Arrange other educational transport as required.
10. Assist in the preparation for and take part in school events, activities and outings as required (e.g. Open Evenings, Parents Evenings and other events).
11. Authorise time sheets and ensure the timely completion and submission of staffing returns to payroll.
12. Arrange meetings and take minutes as needed.
13. Answer telephone enquiries and respond to personal enquiries as required.

### **Health and Safety**

- 1.** Administer First Aid. Ensure that sick and injured students and staff are attended to and appropriate arrangements are made.
- 2.** Support students with medical conditions and administer medication according to School Policy (training will be given).
- 3.** Complete accident reports and notify the County Council of more serious accidents/incidents.
- 4.** Ensure that Health and Safety regulations are complied with. Comply with school policies for example Safeguarding, Data Protection and E-Safety.

### **Miscellaneous**

The postholder is required to develop and maintain systems to support the efficient running of the school and minimize the administration burden on Teaching and Support staff.

The postholder will be expected to have a good knowledge of the schools policies and procedures, and take the initiative.

The postholder is expected to recognise variations from accepted patterns, missing documentation and other unusual aspects and bring them to the attention of the Principal Finance Officer.

This Job Description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.