Senior Office Manager

Job Description

Grade: GR4

1. **Job Purpose**

1.1 The postholder will strategically manage clerical, and administrative support to the Head teacher and school to enable the delivery of a professional and efficient administrative service.

2. **Key Responsibilities**

   **General**

2.1 To manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality standards.

2.2 To act as the Data Protection Officer and ensure that the school is GDPR compliant.

2.3 Supervision of office staff as required.

2.4 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing.

2.5 Responsibility for the management of the School Fund account.

2.6 Responsibility for administering schools admissions procedures and accurately maintaining the pupil related information system.

2.7 Responsibility for completing staff returns, and reconciling queries.

2.8 Ensuring the provision of quality clerical support including typing/word processing, reprographics and filing.

2.9 Liaising with the School Health Service in relation to pupil welfare.

2.10 Liaising with Travel Assist to promote and secure an appropriate service for pupils.

2.11 Responsibility for ensuring that an effective reception and switchboard service is provided.
2.12 Supporting Governing Board Committees, including preparation and distribution of minutes.

2.13 Liaising with staff for organising school visits, camps and extra-curricular activities

2.14 To adhere to the ethos of the school.

2.15 To promote the agreed vision and aims of the school.

**Personnel and Human Resources**

2.16 Management of HR Processes, within the school, including administration of employment contracts, references, appointment forms, etc

2.17 Responsibility for maintenance of staff absence and insurance schemes

2.18 To manage other administrative and related support staff, including, carrying out appropriate performance management and disciplinaries.

2.19 To undertake appropriate professional development including adhering to the principle of performance management

2.19.1 To set an example of personal integrity and professionalism

2.19.2 Attendance at appropriate staff meetings and parents evenings

2.20 To coordinate initial HR responses to grievances and disciplinary matters.

2.21 To manage and monitor the register of SCR checks and arrange checks as appropriate

**Financial**

2.22 Management of Annual Service Returns/618G/School workforce Census/PLASC and responsibility for compiling and returning statistical information as required for City Council, DCFS etc.

2.23 Management of budget for orders and recording of data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met

2.24 Input/output of data and production of associated reports.
2.25 Ensuring that individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with

2.26 To ensure all tasks are carried out with due regard to Health and Safety

2.27 To coordinate with the Building Site Services staff, appropriate project management arrangements, funding managements, liaison with contractors, etc

2.28 To liaise with cleaning contractors regularly

2.29 To oversee appropriate quality assurance procedures are in place and regularly monitored

2.30 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer’s Job Title: ___

3.2 Level of supervision:

1. Regularly supervised with work checked by supervisor

2. Left to work within establishment guidelines subject to scrutiny by supervisor

3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
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5. Special Conditions

5.1 None
### Person Specification

**Method of Assessment (MOA)**

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<tr>
<th>Criteria</th>
<th>Essential</th>
<th>MOA</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>Substantial experience of working in a school office environment</td>
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<td>Experience of a wide range of administrative functions</td>
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<td>Experience of supervising staff</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
<td>NVQ Business Administration Level 3 or equivalent.</td>
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<td><strong>Experience</strong></td>
<td>Good working knowledge of Microsoft office (Word and Excel)</td>
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<td>Relevant work and other experience</td>
<td>Excellent interpersonal skills</td>
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<td>Good organisational skills</td>
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<td>Ability to work collaboratively and lead a team</td>
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<td>Ability to interpret varying situations and solve problems on a day to day basis.</td>
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<td>Ability to work with autonomy within set boundaries</td>
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<td>Ability to cope with conflicting demands, deadlines and interruptions</td>
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<td>Ability to meet the physical demands of the post</td>
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<td>A developing understanding of GDPR guidance</td>
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<td>Substantial experience of using SIMS</td>
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**Skills & Ability**

- *Delete if not applicable*
- *An ability to fulfil all spoken aspects of the role*
communication skills, dealing with the public etc. | with confidence using the English Language as required by Part 7 of the Immigration Act 2016
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Training | Other

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date: