

# **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 disciplinarys.
- 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

**Premises**

- 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)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

**5. Special Conditions**

5.1 None

## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	Substantial experience of working in a school office environment	AF/I
	Experience of a wide range of administrative functions	AF/I
	Experience of supervising staff	AF/I
	NVQ Business Administration Level 3 or equivalent.	AF/I
<b>Experience</b> Relevant work and other experience	Good working knowledge of Microsoft office (Word and Excel)	AF/I
	Excellent interpersonal skills	AF/I
	Good organisational skills	AF/I
	Ability to work collaboratively and lead a team	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis.	AF/I
	Ability to work with autonomy within set boundaries	AF/I
	Ability to cope with conflicting demands, deadlines and interruptions	AF/I
	Ability to meet the physical demands of the post	AF/I
	A developing understanding of GDPR guidance	AF/I
Substantial experience of using SIMS	AF/I	
<b>Skills &amp; Ability</b> e.g. written	<b>*Delete if not applicable</b> *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 <b>Part 7 of the Immigration Act 2016</b>	
<b>Training</b>		
<b>Other</b>		

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

Reviewed by:

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Date:

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