

Office Manager

Job Description

Grade: GR3 - *Subject to Job Evaluation*

1. **Job Purpose**

- 1.1 This postholder will provide clerical, and administrative support to the Headteacher and school to enable the delivery of a professional and efficient and administrative service

2. **Key Responsibilities**

- 2.1 To be responsible for the efficient and effective running of the school office
- 2.2 Supervision of staff as required
- 2.3 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing
- 2.4 Responsibility for collecting and reconciling school monies and providing statistical information as required; administering free school meals and milk in schools scheme
- 2.5 Managing the petty cash account
- 2.6 Responsibility for the management of the School Fund account
- 2.7 Responsibility for administering schools admissions procedures and accurately maintaining the pupil related information system
- 2.8 Responsibility for completing staff returns, and reconciling queries
- 2.9 Ensuring the provision of clerical support including typing/word processing, reprographics and filing
- 2.10 Liaising with the School Health Service in relation to pupil welfare
- 2.11 Responsibility for ensuring that an effective reception and switchboard service is provided
- 2.12 Supporting Governing Body Committees, including typing and distribution of minutes etc.
- 2.13 Liaising with staff for organising school visits, camps and extra-curricular activities
- 2.14 Administration of employment contracts
- 2.15 Responsibility for maintenance of staff absence and insurance schemes
- 2.16 Arranging supply cover for absent staff
- 2.17 Responsibility for compiling and returning statistical information as required for City Council, DCFS, etc.
- 2.18 Accurate recording data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met

- 2.19 Input/output of data and production of associated reports
- 2.20 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.
- 2.21 To ensure all tasks are carried out with due regard to Health and Safety
- 2.22 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.23 To adhere to the ethos of the school
 - 2.23.1 To promote the agreed vision and aims of the school
 - 2.23.2 To set an example of personal integrity and professionalism
 - 2.23.3 Attendance at appropriate staff meetings and parents evenings
- 2.24 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
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	GCSE's in English and Mathematics at grade A*-C or equivalent Word Processing RSA II	AF/C AF/C

Experience Relevant work and other experience	Substantial experience of working in an office environment	AF/I
	Experience of working in a school office	AF/I
	Experience of a wide range of administrative functions	AF/I
	Experience of supervising staff	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable	AF/I
	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	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	
	Ability to meet the physical demands of the post	
Training	Interest in own personal development and willingness to undertake further training	AF/I
Other		

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

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up

our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.