



## **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 Supervision of staff within the school office
- 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 Administration of free school meals.
- 2.5 Managing the petty cash/online parent payment account
- 2.6 Responsibility for completing staff absence returns, and reconciling queries
- 2.7 Ensuring the provision of quality clerical support including typing/word processing, reprographics and filing
- 2.8 Responsibility for ensuring that an effective reception and switchboard service is provided
- 2.9 Liaising with staff for organising school visits and extra-curricular activities; managing the school calendar
- 2.10 To adhere to the ethos of the school.
- 2.11 To promote the agreed vision and aims of the school.

##### **Personnel and Human Resources**

- 2.12 Support with management of HR Processes, within the school, including administration of employment contracts, references, appointment forms, etc
- 2.13 Responsibility for maintenance of staff absence and insurance schemes

- 2.14 Management of supply cover for absent staff
- 2.15 To manage other administrative and related support staff, including, carrying out appropriate performance management and disciplinarys.
- 2.16 To undertake appropriate professional development including adhering to the principle of performance management
  - 2.16.1 To set an example of personal integrity and professionalism
  - 2.16.2 Attendance at appropriate staff meetings and parents evenings
- 2.17 To coordinate initial HR responses to grievances and disciplinary matters.
- 2.18 To manage and monitor the register of DBS checks and arrange checks as appropriate

### **Financial**

- 2.19 Management of school workforce Census and responsibility for compiling and returning statistical information as required for City Council, DCFS etc.
- 2.20 Support with the 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
- 2.21 Input/output of data and production of associated reports.
- 2.22 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
- 2.23 To ensure all tasks are carried out with due regard to Health and Safety
- 2.24

### **Premises**

- 2.25 To support with overseeing appropriate quality assurance procedures are in place and regularly monitored
- 2.26 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Responsible to: Headteacher and School Business Manager

Responsible for: Office Receptionists (2)

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

## 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.	GCSEs in English and Mathematics at grade A*-C or equivalent	AF/C
	Microsoft Office (word/excel/publisher/PPT)	AF/C
<b>Experience</b> Relevant work and other experience	Substantial experience of working in a 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 managing staff	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	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	AF/I
	Ability to meet the physical demands of the post	AF/I
<b>Training</b>	Interest in own personal development and willingness to undertake further training	AF/I
<b>Other</b>		