

Embrace, Empower, Educate.

JOB TITLE: OFFICE MANAGER

PURPOSE OF THE JOB:

- To provide comprehensive secretarial and administrative support to the Headteacher, Deputy Head and School's accountant.
 - Ensure provision of a welcoming and efficient reception service, including the operation of the telephone system.
 - To liaise with the Schools Finance Support Service.
 - To support the school's administrative services including ICT.
 - To support the monitoring of facilities alongside named governors and Health and Safety Lead.
 - The position requires excellence and high proficiency in computer skills to include Excel spreadsheets and graphic presentation.
 - The Office Manager will establish and maintain effective relationships with all colleagues and communicate effectively in order to ensure the efficient and effective administration of the school.
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MANAGEMENT & SUPERVISION:

Liaison and Co-operation

- Establish and maintain effective and constructive relationships with colleagues, pupils, parents and carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communication.
- Communicate with staff, LA advisors and support services, other agencies and professionals, parents, carers, governors and local community.
- Share expertise and skills with others.
- Comply and assist with the development of school policies and follow school procedures relating to Equal Opportunities, Behaviour Management, Health, Safety & Security, Child Protection, Confidentiality and Data Protection, and Staff Development, reporting all concerns to an appropriate person.

Inclusion and Equal Opportunities

Be aware of and support difference and ensure equal opportunities for all by adhering to the school's equal opportunities policy and challenging prejudice.

ASSISTING FINANCIAL OFFICER:

- Assist the Financial Officer, Headteacher and Governors with financial management of the school.
- In conjunction with the Headteacher, oversee finance administrative procedures including
 - Ensuring the correct processing of petty cash.

- Ensuring the correct processing and collection of income.
 - Ensuring the correct processing of residential and day trips.
 - Assist the School Funds & PTA finances (payments, invoices etc...)
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HUMAN RESOURCES/ADMIN:

- Manage pre-employment packs including DBS documentation check on behalf of the School to ensure safer recruitment.
 - Manage the administration of the whole recruitment of all staff in consultation with the Headteacher.
 - Maintain the School's Single Central Record in line with DfES and Ofsted requirements for all stakeholders, including supply teachers, parent volunteers and governors.
 - Liaise with Human Resources on matters relating to staff
 - Inform HR provider of staff changes or changes to pay on behalf of the Headteacher.
 - Manage and monitor overtime claims ensuring documentation is completed and submitted on time.
 - Manage the administration system for staff absence ensuring monthly absence returns are sent to payroll and relevant documentation is received.
 - Monitor staff absence and inform Headteacher as appropriate.
 - Maintain confidential staff records.
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SUPPORT THE HEALTH AND SAFETY LEAD:

Premises

- Maintain the cleaning and care taking inventory in partnership with the Cleaners/Caretaker.
- Oversee and maintain key box for the school
- Work with security to ensure safety in and out of school through sign in processes

Procurement and Contract Management

- Support the Head, named governors and health and safety lead in the review and arrangement contracts for utilities and services, e.g. energy, telecommunications, cleaning, payroll, etc.
- Maintain the school's register of contracts.

ADMINISTRATION TASKS:

- Manage the school's administrative and financial computer systems ensuring that it is compliant with DfE requirements.
- Maintain the computer database and produce documentation required by the school and DfE and submit the School Census.
- Maintain an up-to-date record of pupil information and to advise appropriate staff of any changes.
- Deal with end of year computerised administration arrangements; prepare new class lists and registers.

- Manage the school office Information System to allow full computerisation of the administration, record systems (Arbor).
- Ensure that the school's administrative procedures are effective and review systems regularly.
- Undertake reception duties including response to telephone call handling and assist with any enquiries received from parents or visitors by phone, in writing or in person.
- Undertake a full range of typing or word processing, including comprehensive tabulation to specification and use of desktop publishing as appropriate to produce complex and sophisticated layouts.
- Produce spreadsheets and database information.
- Compose own correspondence on standard issues.
- Take accurate minutes at meetings including Governors' clerking, when necessary.
- Operate email and associated information technology as required.
- Manage the School Office, maintaining a neat and tidy environment.
- Prepare and produce relevant school information and publications to parents, staff, governors and other agencies as required.
- Carry out clerical work connected with medical arrangements in the school.
- Proofread documents to ensure accuracy.
- Ensure parents are communicated via Arbor messenger services.
- Ensure the website is up to date with relevant information.
- Be responsible for completion and submission of statistical forms and school returns including those to outside agencies e.g. DfE.
- Ensure efficient organisation and administration of admission and transfer details for pre-school admissions and secondary transfer.
- Ensure that all school files are updated and are in good order.
- Filing for the Headteacher, Deputy Head and School Finance Officer on computer and in filing cabinets.
- Order office stock and stationery weekly.
- Lead and manage the communication for class trips.
- Support admissions with Headteacher and Admissions Team
- Support organization of transport for school trips and assist the teacher in charge
- Organise ticketing for school events.
- Organise school photographs.
- Maintain staff training records.
- Ensure the Headteacher's diary is kept up-to-date, prioritising meetings as necessary and ensuring the Headteacher is appropriately briefed.
- Update the academic calendar, timetable and all other documents related to the school schedule and ensure communication is given to relevant staff, parents/carers and governors.

- Support the Headteacher in designing and producing the School Prospectus, Parent Handbook and Staff Handbook.
 - Carry out projects as directed by the Headteacher, including preparation of bids and action plans.
 - Post Parcels and manage deliveries with the support of security
 - Be responsible for food orders to the school and water filtering system (Ocado etc)
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PROMOTION OF VALUES:

- Ensure that a high level of confidentiality is maintained in all aspects of work.
 - Maintain excellent public relations.
 - Contribute to the overall Jewish ethos, aims and work of the school.
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PROFESSIONAL DEVELOPMENT

- Develop skills and knowledge by attending courses, workshops and meetings.
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FLEXIBILITY

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- Attendance at open evenings or school events such as Inset days by agreement will be required.
- Carry out any other duty as directed by the Headteacher.