



Job Description – Office Manager

Job title	Office Manager
School	Chilthorne Domer Church school
Reports to	Senior Leaders and/or Headteacher

Chilthorne Domer Church School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

The school office manager is responsible for overseeing the daily administration of the school office. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

Duties and responsibilities

Organisation

- Be the first point of contact for parents, staff, visitors and external agencies
- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school
- Organise the provision of After School clubs, including setting up the booking system and providing registers
- Assist with lunch cover during periods of staff absence

Administration

- Ensure data systems are accurate, up-to-date and compliant with GDPR
- Maintain pupil records
- Manage school communications, diaries, calendars, meetings, and events
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide personal, administrative and organisational support to other staff and the governing board
- Oversee and organise the management of admissions procedures in line with Somerset Local Authority and allocate spaces accordingly in line with the school's admissions policy (waiting lists maintained by Somerset Council)
- Organise management of Year 6 leavers procedures and transfer of documents
- Handle attendance records, admissions, leavers, school census returns and general correspondence
- Keep up to date records of the number on roll and class sizes
- Assist with Open Day bookings/tours
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Manage the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary

- Manage and organise completed forms from parents, including annual checks and permissions
- Organise and distribute incoming and outgoing post
- Assist with the induction process for new pupils and staff
- Book training courses for staff and monitor first aider expiry dates
- Ensure registers are completed in a timely manner and investigate unknown reasons for absence
- Assist headteacher with the administration of term-time absence requests, producing penalty notices where required
- Ensure staff all complete statutory annual forms/checks and update personnel files accordingly
- Complete the termly School Census
- Assist with keeping the school's Inventory up to date
- Assist with keeping the school's website updated
- Organise premises repairs (part of Premises Manager JD)
- Monitor recycling/waste and deal with any issues/concerns

HR & Recruitment

- Manage and co-ordinate the full recruitment cycle, ensuring adherence to safer recruitment practices
- Maintain accurate HR records, support onboarding and manage induction paperwork
- Lead on staff training requirements including first aid, compliance with safeguarding requirements and support staff absence cover.

Resource management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Assist with procurement and securing sponsorship/funding
- Assist with marketing and promoting the school
- Assist with managing school licences and insurances
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Compliance

- Assist with the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

Security

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Maintain the Single Central Register.

Health and Safety and Premises Manager

- See separate document.

Staff induction

- Ensure that all newly appointed staff have been given the appropriate documentation to read ahead of their start date
- Ensure that inductions are carried out appropriately including Health and Safety
- Ensure that all equipment and information is available at the point of starting to ensure a smooth transition in to school, including provision of a school email account, computer log in and any other software log in's required

School Ethos

- Support the Headteacher in promoting a professional, positive and inclusive school culture
- Develop and maintain strong, collaborative relationships with colleagues, families and visitors
- Actively participate in whole-school initiatives and take pride in being a visible, dependable and respected figure in the school.

The school office manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> Desirable - NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) Previous experience in a school environment
Experience	<ul style="list-style-type: none"> Working in an office environment at senior level Organising, leading and motivating other staff Developing, managing and operating clerical/administrative and organisational systems Managing staff Working with children or young people Analysing and evaluating data
Skills and knowledge	<ul style="list-style-type: none"> Good knowledge of financial regulations Excellent attention to detail Excellent literacy and numeracy skills Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems Ability to use relevant office equipment effectively Ability to plan, organise and prioritise Understanding of data protection and confidentiality Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively Ability to multitask Discretion

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____