



## **MILVERTON COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL**

### **Office Manager**

#### **Job Description**

The Office Manager plays a key role in supporting the efficient and effective management of the school office, ensuring a welcoming environment for pupils, parents, staff and visitors. Working closely with the Headteacher and the school's office team, the postholder will support personnel administration, premises coordination and general office management to ensure the smooth running of the school. The role sits at the centre of school life and requires strong organisational skills, excellent communication and the ability to manage a wide range of responsibilities with accuracy and professionalism.

#### **Purpose of the Role**

To provide effective administrative support that enables the school to operate efficiently and compliantly. To ensure school systems, communication and records are maintained accurately and professionally while supporting staff, pupils, families and the wider school community.

#### **Key Responsibilities**

- Oversee the daily operations of the school office
- Manage administrative systems, ensuring accuracy and efficiency
- Maintain pupil records, attendance data, and staff information
- Coordinate school communications (letters, emails, newsletters, website updates)
- Ensure compliance with school policies and data protection regulations

#### **Line Management**

- Supervise and support administrative staff
- Allocate tasks and ensure team efficiency and development

#### **Personnel Administration**

- Support recruitment administration including DBS checks and pre-employment checks.
- Maintain accurate staff records within school systems.
- Assist in maintaining the school's Single Central Record in line with safeguarding requirements.

#### **Premises, Health & Safety and Compliance**

- Support liaison with contractors and local authority personnel regarding premises maintenance and works.
- Assist in maintaining premises compliance systems and health and safety records.
- Support the monitoring of risk assessments and compliance requirements.

- Ensure safeguarding procedures are followed at all times
- Maintain accurate records related to health and safety
- Support compliance with statutory requirements and inspections

### **HR & Personnel Support**

- Assist with recruitment processes, including advertising roles and onboarding staff
- Maintain staff records, contracts, and absence records

### **School Administration**

- Provide professional front-of-house reception support for parents, visitors and pupils.
- Manage telephone, email and general enquiries.
- Support communication with parents through school communication systems.
- Assist with organising school trips, activities and lunch orders.
- Produce letters, reports and documents using Microsoft Office and TEAMS
- Maintain accurate pupil records including admissions, attendance and transfers.
- Maintain inventories of school equipment and resources.
- Support organisation of meetings including preparation of papers and hospitality arrangements.
- Assist with administration of extended school provision where required.
- IT literate and manage school software systems such as Microsoft 365, Google, school website and MIS.

### **Communication and Relationships**

Build positive and professional relationships with pupils, families, staff and visitors.

- Act as the first point of contact for parents, visitors, and external agencies
  - Handle enquiries professionally and efficiently
  - Promote a welcoming and supportive school environment
- Communicate clearly and professionally both verbally and in writing.

### **Professional Conduct and Safeguarding**

- Follow all school safeguarding, data protection and confidentiality procedures.
- Support the safeguarding ethos of the school and maintain accurate records where required.
- Uphold the values and ethos of the school. The post holder may be required to undertake other reasonable duties appropriate to the role as directed by the Headteacher.