



ST. MARY'S  
ACADEMY TRUST

## Job Description

<b>POST TITLE: Office Manager</b>	
<b>POST REFERENCE NO:</b>	<b>GRADE: 4/5</b>
<b>RESPONSIBLE TO: Headteacher</b>	
<b>EMPLOYEE SUPERVISION: Grade 2/3 Clerical Assistant</b>	
<b>DATE AGREED:</b>	
<b>BY WHOM:</b>	
<b>PURPOSE OF THE JOB</b> Under the direction/instruction of senior staff the Office Manager is responsible for administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision, and ethos of the school in all interactions.	
<b>1. DUTIES AND RESPONSIBILITIES – ORGANISATION</b>	
<ul style="list-style-type: none"><li>• Undertake reception duties, answering routine telephone and face to face enquiries and dealing with visitors including contractors on site.</li><li>• Check visitor ID and verification documents and input to the single central record where required i.e. Visitors. Contractors, Supply staff.</li><li>• Be alert to unknown individuals on the school premises and report any concerns in line with the schools' procedures.</li><li>• Input new staff members to the entry sign in system.</li><li>• Ensure supply induction is carried out.</li><li>• Visitor fire log.</li><li>• Assist with late pupil arrivals, pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, contacting parents as instructed including messages to parents via Parentcall.</li><li>• Assist with arrangements for visits – school trips and events etc. including dealing with ticket sales and chasing income, i.e. outstanding trip payments and ParentPay debts.</li><li>• Checking the workflow tray.</li><li>• Organise and distribute incoming and outgoing post/e-mail communication.</li><li>• Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.</li><li>• Seek support from other colleagues where necessary to respond to complex enquiries.</li></ul>	

## **2. DUTIES AND RESPONSIBILITIES – ADMINISTRATION AND FINANCIAL**

- Provide general clerical/administrative support e.g. photocopying, filing, scanning, emailing, complete routine standard forms, respond to routine correspondence.
- Type up newsletters/social media posts.
- Type up letters as requested.
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance ensuring all safeguarding procedures are followed.
- Secure supply cover as requested in line with Trust procedures.
- Input data to and maintain manual and computerised records and management information systems including:- nursery new starters admission data, breakfast club reconciliation, book late dinners, reconcile dinner orders, F2/Y6 admissions, new and ad-hoc starters on Arbor – staff and pupils, milk validation, ParentPay details, under 5 milk claim (NMRU), scheme of aid music claim, Arbor year end, and ParentPay year end.
- Undertake finance administration in line with Trust procedures, including placing requisitions on the finance system, credit card reconciliation, uniform orders and milk orders.
- Produce reports and statistical information as requested.
- MIS Sync/Uploads (Arbor to ParentPay).
- Complete the School Pupil Census.
- New pupil starters packs/forms and CTF's.
- Produce lists/information/data as required e.g. pupil data – milk list, new pupil starter packs, identify who is eligible for a free school meal using the free school meal portal – FSM portal check.
- Ensure GDPR parental consent letters signed including those within new starter packs and for specific events.
- Completion of new starter and variation forms on Microsoft Forms.
- Undertake all new starter pre-employment checks for interviewees/preferred candidates and send letters in line with the recruitment policy.
- Assist with marketing and promoting the school.

## **3. DUTIES AND RESPONSIBILITIES – RESOURCES**

- Operate relevant equipment/IT packages (e.g. Word, Excel, Databases, Internet).
- Maintain stock and suppliers, cataloguing, and distributing as required (including first aid items).
- Carry out risk assessments.
- Ensure fire evacuation plans are in place.
- Fire Warden duties.

- Assessment wizards (for example EYFS, Phonics, KS1 and KS2).
- Book training courses for staff members and ensure certificates are sent to the central team for record maintenance.
- Report any issues with the schools IT systems using the organisations reporting method.

- **GENERAL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices or behaviour.



Post Title: Office Manager			Grade: 4/5	
Criteria No	Attributes	Criteria	How Identified	Rank
1.	Experience	Recent relevant clerical/administrative/financial experience	A/I	Essential
		Dealing with face to face and telephone interactions	A/I	Essential
		Working with children or young people	A/I	Essential
		Working and collaborating within a team	A/I	Essential
2.	Education and Training Attainments	Level 2 or equivalent qualification or experience in relevant discipline.	A	Essential
		First aid training (or willingness to complete it)	A	Essential
		Fire Warden training (or willingness to complete it)	A	Essential
3.	Skills and Knowledge	Good oral and written communication skills	A/I	Essential
		Ability to respond quickly and effectively to issues that arise	A/I	Essential
		Ability to plan, organise and prioritise to meet deadlines	A/I	Essential
		Ability to use own initiative and take action accordingly	A/I	Essential
		Excellent attention to detail	A/I	Essential
		Ability to use IT packages including word processing, MIS, spreadsheets and presentation software	A/I	Essential

		Ability to use office equipment effectively	A/I	Essential
		Ability to build effective working relationships with colleagues	A/I	Essential
		Understanding of data protection and confidentiality	A/I	Essential
		Understanding of safeguarding	A/I	Essential
		Knowledge of relevant policies/codes of practice and awareness of relevant legislation	A/I	Essential

4.	<b>Personal Qualities</b>	Commitment to promoting ethos and values of the school and getting the best outcomes for all pupils	A/I	Essential
		Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the school	A/I	Essential
		Ability to work under pressure and prioritise effectively	A/I	Essential
		Commitment to maintaining confidentiality at all times	A/I	Essential
		Commitment to safeguarding and equality	A/I	Essential
		Embraces change well	A/I	Essential
		Deals with difficult situations effectively	A/I	Essential
			A/I	Essential

5.	<b>Additional factors</b>	Ability to travel to meetings and events in the UK (possibly outside office hours).	A/I	Essential
		Always operate with the highest standards of personal/professional conduct.	A/I	Essential
		Willing to undertake training and continuous professional development.	A/I	Essential
		Work in accordance with the Trust's vision and values.	A/I	Essential