



Egglescliffe CE Primary School  
 School Office Manager  
 Job Description



<b>Post:</b>	School Office Manager
<b>Grade:</b>	I 19-22
<b>Hours:</b>	37 hours per week Term Time plus 5 days
<b>Location:</b>	Egglescliffe CE Primary School
<b>Responsible To:</b>	Head Teacher
<b>Job Purpose</b>	<p>Responsible for providing administrative support services to facilitate the day to day running of the School Office including finances.</p> <p>Assisting the Head Teacher with all aspects of the development of school finance.</p>

### Duties and Responsibilities

#### The School Office Manager will:

- Manage the administrative and/or finance function within the school, including staff and systems.
- To closely track income
- To track debts and ensure payments are made in a timely manner following policy and good practice.
- Plan, develop, organise and monitor support systems, procedures and policies
- Be responsible for the management of other staff, carrying out their annual performance review and arranging for appropriate training
- Prepare and complete documents and returns in relation to admissions and registration procedures and transfers to other schools
- Ensure attendance, registers and child details are correct and accurate
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others
- To ensure Governors information, details, expectations and administrative information is processed correctly and systems updated accordingly.
- Ensure website is up to date and reflective of current activities
- Lead social media and social communications
- Provide assistance to the Headteacher
- Support the Headteacher in the area of health and safety
- Ensure all asset management is up to date
- Liaise with other staff, pupils, parents/carers and external agencies
- Develop and maintain record and information system.

- Undertake analysis and evaluation of data, and produce ad hoc detailed reports and information
  - Responsible for completion and submission of forms, returns etc., including those to outside agencies.
  - Produce, and respond to, correspondence
  - Manage and monitor the school's financial processes and budgets
  - Manage service contracts, school licences and insurance
  - Contribute to marketing and promotion of the school
  - Manage lettings and the use of premises and associated income
  - Arrange supply cover for absent staff
  - Be the first point of contact for visitors and parents – answering queries, resolving problems and making decisions where appropriate
  - To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
  - Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
  - Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents. Maintain accident records as required.
- The Post holder may undertake any other duties that are commensurate with the post.
- The post holder has common duties and responsibilities in the areas of:

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

### **Health and Safety**

- Comply with the requirements of the Health and Safety at Work Regulations
- Take reasonable care for the Health and Safety of yourself and others
- Co-operate with the school in ensuring that Health and Safety responsibilities are carried out
- Ensure documentation is up to date and compliant
- To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Head Teacher or other nominated person.

### **Knowledge and Skills**

Willingness to undertake training to enable the post holder to keep abreast of new office and administrative systems and to enable them to continue to develop personally and professionally.

### **Supervision and Management**

The post holder will often be required to work without direct supervision.

### **Key Contact and Relationships**

Daily contact with the Headteacher, staff, children and families. General contact with other school staff and suppliers.

**Safeguarding**

To have responsibility for the SCR and ensure this is fully compliant

To track and book all training for staff to ensure safeguarding compliance is met

The school is committed to safeguarding and protecting the welfare of children and young people and expects that all staff share this commitment. An enhanced DBS check and other pre-appointment checks will need to be returned prior to commencement of employment.

Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_