

JOB DESCRIPTION		
Post Title: Office Manager	Grade:	SO2
Department Ranelagh Primary	Date	January 2019
Responsible to: Head Teacher/Deputy Head Teacher Responsible for: 3 Administration Officers Hours per week: 36 Weeks per year: 39		

MAIN PURPOSE OF THE JOB

Responsible for the management and co-ordination of the school reception service, and the administration (general office) function, including:

1. The smooth running of the administration office.
2. To provide admin support to the Head Teacher, SLT and SMT, where required
3. The provision of a professional, efficient and flexible high quality reception service.
4. Promoting the development and use of computer aided administration within the school, ensuring that all records are kept accurately and comply with the requirements of GDPR.
5. Dealing with internal and external queries in an efficient, effective and polite manner.
6. A variety of administrative processes and procedures, developing them as necessary.
7. Assist with the administration of the HR function.

DUTIES & RESPONSIBILITIES

Administration

1. To lead and co-ordinate the efficient operation of the administration service and the school reception service.
2. To liaise with the Head Teacher/Deputy Head Teacher in the setting of aims and objectives for the office, ensuring they are met to the highest standards and to predetermined timescales.
3. To develop and maintain effective information storage and retrieval systems i.e. filing, databases, to meet the school's needs and to manage the effective collection, collation and analysis of data.
4. To assist in the preparation and return of statistics and information required by the LA, DCSF and others.
5. To provide HR administrative support to the HR Manager and to contribute to the successful delivery of the HR function through supporting and reflecting The Tapscott Learning Trust and Ranelagh Primary School's core values, aims and objectives.
6. To promote the development and use of computer aided administration within the school, ensuring that all records are kept accurately and comply with the requirements of GDPR.
7. To liaise on behalf of the Head Teacher/Deputy Head Teacher with all staff within the school, members of the public, and other agencies, and provide information and assistance to parents.
8. Ensure adequate stocks of stationery and the provision of external services are maintained in a cost effective manner, ensuring 'value for money' in all areas of expenditure by testing the market.
9. To organise weekly Team meetings, agendas and minutes, notes of key discussions and action points and distribute as required. This will include fortnightly one to one meetings.
10. To manage and organise a variety of support functions e.g.
 - a. Administering the school's admissions procedures and accurately maintaining the pupil-related information system
 - b. Secondary transfer.
 - c. The intake of new pupils, including mid-term admissions, chasing up school records, UPN's etc.
 - d. To affect the transfer of school records to and from other schools, as necessary.
 - e. Maintaining accurate records, e.g. new students, personal data, free school meals database, pupil referrals, etc.
11. To liaise with staff and outside agencies as necessary.

12. To organise Interpreters as necessary.

Staff Management

1. Ensure smooth running of the administration and reception functions, ensuring sufficient staff cover at all times.
2. Manage staff performance, including dealing with staffing issues as they arise, and identifying training requirements.
3. Plan work schedules.
4. Liaise with senior school leaders, including the School Business Manager with regard to forthcoming work projects, priorities, etc.
5. Delegate work to staff and oversee workloads, including quality of work, ensuring appropriate prioritisation of tasks.
6. Support the work of all administration and reception staff and assist in the career development of those staff.
7. Carry out induction training for administration staff.
8. Assist in the recruitment process for administration staff when necessary.

General

1. To ensure all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
2. To comply with the school's Equal Opportunities, Child Protection, Confidentiality, Security and other policies & procedures, assisting with their development and promotion within the school, reporting all concerns to an appropriate person.
3. Undertaking additional duties and responsibilities that may arise from time to time, commensurate with the scope and grade of the post.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed _____
Postholder

Date _____

Signed _____
Head teacher

Date _____

Person Specification for the Post of Office Manager		Essential/ Desirable
Knowledge	A sound knowledge of computer databases and spreadsheets.	E
	Good working knowledge of SIMs or similar management information system.	E
	Working knowledge of GDPR legislation.	D
Qualifications & Experience	Experience of working in a school environment.	D
	Excellent IT skills including Word, EXCEL, email and the internet.	E
	Highly developed organisational skills.	E
	Experience in the use of electronic data transmission.	D
	Sound experience of managing a variety of staff in a pressurised environment with competing and rapidly changing priorities.	E
	Experience of co-ordinating and delegating the work of a team.	E
	Experience in HR Administration	D
Leadership and Management Framework	Highly developed organisational skills	E
	Accurate fast word processing skills.	E
	Ability to lead the school administrative team.	E
	Excellent literacy and numeracy skills.	E
	Ability to work independently and to take initiative when appropriate.	E
	Ability to pay close attention to detail.	E
	Good written skills to draft routine reports and correspondence and take accurate messages or notes at meetings.	E
	Sound time management skills, including ability to determine priorities and deal with conflicting deadlines.	E
	Ability to maintain effective and accurate records.	E
	Ability to work under pressure in the school environment (including as part of the administrative team).	E
	Ability to set and work to agreed targets and work schedules.	D

	Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff.	D
	Resourcefulness, enthusiasm and flexibility.	D
	<u>Engaging With Others</u> Excellent interpersonal skills and communication skills to deal with staff, pupils, Local Authority staff, Governors and outside agencies, including the ability to promote the image of the school.	D
	An understanding of the necessity for maintaining strict confidentiality, where appropriate.	E
	<u>Valuing Diversity</u> Experience, or empathy with, working in a multicultural environment	E
	<u>Learning Effectively</u> IT literate and willing to undertake further training as required.	E
	A commitment to continuous professional development.	E
Other	This position requires a DBS certificate	E