

**JOB DESCRIPTION**

Job Title:  School Office Manager

Grade:  Grade 5 (SCP 7 – 12)

Reporting to: Head Teacher

**Purpose of the role (job statement)**

To provide effective administration and support services to school including the management of information systems. To support School Senior Staff and the Governing Body including contributing to the financial planning and development of school support services.

**Responsibilities**

1. Supervision and direction of junior admin team members.

2. To design and manage appropriate administrative systems and to support the work of the Senior Staff as required.

3. To analyse and evaluate data / information, for example, entering and maintaining staff and pupil data on SIMs.

4. To complete free school meal checks

5. To be responsible for updating leave of absence and sickness records and prepare return to work paperwork in line with the Attendance Management Policy.

6. To complete and submit information obtained from Academy Management information systems as required by the DfE, this includes CENSUS.

7. To assist Senior Staff to plan, develop, review and design administration monitoring systems, policies and procedures to ensure the efficiency and accuracy of school information and data. This includes, monitoring and updating SIMs, Get Information about Schools, payroll system and the training matrix.

8. Become familiar with School Comms year end and set up processes.

9. To receive enquiries made to the Academy and determine the appropriate priority of response including answering queries by telephone and face to face and ensure that they are dealt with effectively and efficiently.

10. To prepare, on behalf of Senior Staff, original letters in response to queries and requests for information.

11. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required.

12. To accurately maintain the Academy’s Single Central Register.

13. To submit assessment data through use of the appropriate systems.

14. Act as Educational Visits Coordinator.

15. Maintain the schools health and safety risk register

16. To provide relevant information to the Local Governing Body, Board of Directors and Senior Staff in relation to School and Trust policies and procedures as well as health and safety and risk assessments.

17. To assist Senior Staff with the promotion of the academy and take a leading role where necessary and appropriate.

18. To co-ordinate and administer the letting of school facilities.

19. To assist with the management of employee contracts

20. To set up and maintain employee personnel files in line with statutory requirements. Including maintenance of governor files, safeguarding and training records.

21. To assist Senior Staff to manage, monitor and plan expenditure from agreed budgets considering credit card reconciliation and debt collection.

22. To create orders, pay invoices and ensure that accurate records are kept in line with audit requirements on behalf of Senior School Staff.

23. To record inventory stock and disposals.

24. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

25. To create recruitment resources including adverts, job descriptions and person specifications.

26. To oversee the recruitment process, by issuing offer letters, processing DBS applications, verifying ID, implementing an induction and monitoring probation.

27. To process new governor checks and clearances.

**General**

The post holder must carry out their duties with full regard to the academy’s Child Protection, Equalities and other relevant polices in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

The post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters to protect both themselves and others.

Any other duties of a similar nature related to the post, which may be required from time to time.

That the post holder will be required to comply with all academy policies, including the no-smoking policy.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.