



## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Office Manager</b>
<b>Academy:</b>	<b>Oxclose Primary Academy</b>
<b>Reporting to:</b>	<b>Operations Manager</b>
<b>Salary/Pay range:</b>	<b>NJC Scale 5 £27,711 - £30,060 FTE, Scale Point 12-17</b>
<b>Hours of work:</b>	<b>37 hrs per week, Term Time Only plus 5 days</b>

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### **Purpose of Job**

To support the Academy Head Teacher and Operations Manager in managing the demands of a busy primary Academy.

### **Main Duties and Responsibilities**

- Responsible for and manage the administrative function including the Academy Main Reception, reprographics, records and telephones.
- Responsible for and manage all safer recruitment checks including the Single Central Record in line with KCSIE.
- Responsible for and manage all school admissions.
- Responsible for and manage attendance monitoring of pupils.
- Support Operations Manager (OM) to manage the preparation and maintenance of the whole school calendar.
- Support OM in ensuring the first aid provision/first aiders at the Academy is in place, compliant and staff training is up to date.
- Oversee the appropriate use of the administration email account.
- Responsible for and manage, collate and analyse school surveys and returns, identifying trends and possible actions.
- Support OM in generating correspondence and reports of a routine nature. Completion of forms and returns required by Department for Education and other external agencies.
- Manage all Academy communication including the sending and administration of emails/letters/texts/tweets/social media posts to all stakeholders.
- To liaise with the OM and external agencies to oversee the organisation and management of any external requirements related to the pupils including immunisation days, photographs, videos etc.
- Manage all arrangements for supply cover.
- Responsible for general security in the Main Office.
- Maintain good relationships with staff, parents/carers, Governors, contractors' representatives and external agencies in order to promote the objectives of the school.
- Develop and maintain good practice in relation to the provision of an efficient and effective service within Main Reception and the Reception / Admin Team.
- Line manage the Reception / Admin team, encouraging their personal and professional development.
- Ensuring that the administration of any finance procedures within the Main Office are correctly carried out.
- Support the OM by overseeing the preparation and dispatch of any orders, receipts for deliveries, processing and payment of invoices and the issue and stocktaking of stationary and first aid supplies.
- Support the OM with the processing of any cash payments made within the Academy including dinner money, school trips and other donations.
- To assist the OM in ensuring the Oxclose Primary Academy website is up to date.

### **Other Duties**

- Any other duties as may reasonably be requested by the OM / Head Teacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

**Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service, when requested to do so.

**Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education where required.