**JOB DESCRIPTION**

Job Title: OFFICE MANAGER

Reports to: PRINCIPAL

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| **School Office Management** * Manage, supervise and organise the School Office and the administrative staff under their supervision, and promote a positive working environment, ensuring the smooth running of the office.
* Review the office systems and lead on the implementation of improvements.
* Ensure front line enquiries from staff, pupils, parents and visitors are dealt with promptly.
* Ensure all visitors are greeted in a friendly and professional manner and that full safeguarding checks are performed using the electronic visitor system.
* Ensure school office and administrative processes are compliant with the GDPR regulations and school data protection policy/procedures.
* To have full line management responsibility of the administration team including appraisals and performance management. Responsible for the continuing training and development of admin staff.

**Administration*** Work closely with SLT to ensure all school policies are up-to-date, and approved by the LGB when necessary.
* Maintain the School / Trust policy tracker with any updates.
* Assist with the ordering of children’s lunches for parents via Food United.
* Co-ordinate Reception admissions and In-year transfers liaising with the LA, relevant staff and delegating tasks within the office as appropriate.
* Sending all communications to parents via ParentMail and uploading to the website where necessary
* Organising parents’ evening together with the rest of the Administration team.
* Ensure that pupils’ data is up to date on the Schools Management Information System including the importing and exporting of CTF transfers when necessary.
* Working closely with the Bromcom implementation team to ensure a smooth transition from SIMs
* Administration of School trips including costings, liaising with coach companies/venues and using the Evolve system for trip risk assessments.
* Organise and co-ordinate class and individual school photographs
* Liaise with Intra health to co-ordinate the annual Flu Vaccinations.
* Support whole school events where possible, including some out of hours events.
* Support SLT in recording and submitting data – including Reception baseline results, Yr1 /2 Phonics screening results, KS1 SATs results and KS2 SATs results, including any other legally required submissions to the LA.
* Assisting with First aid, logging any incidents, and ensuring any relevant paper work is sent to the Local Authority.
* To attend any Trust meeting / forums including Policy meetings, marketing meetings and Office Managers meeting sharing best practice.
* Any other administration support as required by SLT (eg minute taking, printing attendance for annual reports, producing and creating sims reports)
* Work closely with Estate Manager and caretaker ensuring all issues are dealt with onsite
* Effectively using CPOMS to record any concerns

**Financial Management*** Management of the ParentPay system, adding new items, ensuring all debts are managed in a timely manner. and escalated to the Head of School when necessary.
* Liaise with the Trust’s Financial team to ensure invoices are paid within the appropriate time.
* To keep safe, record and use appropriately the school credit card for business purposes in line with Financial Regulations.
* Prepare the termly school census returns ensuring all information is correct and uploaded onto the DFE website within statutory deadlines.

**Marketing management** * Ensure parents are kept updated by the school office about events in school.
* Manage the school website ensuring every page is up to date and relevant.
* Supporting with any marketing and promoting the school particularly in relation to attracting new pupils, using the expertise of the Trust’s Marketing Team.
* Supporting with social media and managing the schools online presence.

**Pupil Attendance Management*** Ensuring daily registers are completed by staff and contact any parents who have not contacted school to report absences when necessary.
* Produce attendance reports and analysis to inform school self-evaluation and for reporting to governors.
* Organise and attend regular meetings, co-ordinating with the Local Authority with regard to issuing Fixed penalty Notices.

**HR /Personnel Management*** Co-ordinate and assist in the safer recruitment of all new staff / Volunteers, manage the administration of recruitment including collating documentation including reference, medical clearance and DBS checks as required.
* Posting vacancies to the My New Term system and co-ordinating with SLT to progress recruitment and on boarding.
* Maintenance and responsibility for the Single Central Record making sure it meets statutory requirements
* Responsible for keeping the safeguarding training section up to date on the SCR
* Maintain confidential staff records and upload staff attendance on the EPM payroll portal and in the Schools MIS
* Manage staff HR personal files.
* Organise Return to Work paper work including producing attendance reports and provide to Line Managers in a timely manner.
* Arrange appropriate professional development and training for the Office staff under their supervision.
* Responsible for booking training courses for all staff.
* Support SLT with supply needs when required
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**PERSON SPECIFICATION**

| **Category** | **Essential** | **Desirable** | **Method of assessment** |
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| Qualifications, Education, training | * GSCE’s or equivalent, with Grade 4 or above in English and Maths
 | * NVQ L3 in Business Administration
 | * Application Form
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| Relevant Experience | * Managing a busy office
 | * Working in a school environment
 | * Application Form
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| Knowledge, skills, and abilities | * Ability to deal calmly and professionally with vistors,parents and children over the phone and in person
* Proficient in the use of Microsoft packages
* Ability to preserve confidentiality and discretion
* Ability to work under pressure and multi-task
* Ability to prioritise
 | * Knowledge of student information systems
 | * Interview
* Application Form
* Interview
* Interview/Task
* Interview/Task
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| Personal Qualities/Other | * Communication skills to build positive relationships with staff, parents and Trust staff at other schools
 |  | * Interview
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| Safeguarding | Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people |  | * Application form
* Interview
* Task
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| Our Values | Community: Evidence of working together for a common purpose and encouraging diversity |  | * Interview
* Tasks
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| Integrity: Evidence of doing the right things for the right reason |  | * Interview
* Tasks
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| Passion: Evidence of taking personal responsibility, working hard and having high aspirations |  | * Interview
* Tasks
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**Keeping Children Safe in Education**

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory body.**