

# JOB DESCRIPTION

**Job title:** Office Manager (Maternity Cover), Stadhampton Primary School

**Team:** Hub Operations Team

**Reporting to:** Headteacher

**Supervised by:** Hub Business Manager

**Contract:** Fixed term (1 Sept 24 – 22 July 25)

**Grade:** 8

**Actual Salary:** £17,205.43 to £18,855.49 with pay award pending

**Hours/week:** up to 25

**Location:** Based at Stadhampton Primary School, with occasional travel to other school sites in the Trust

## Main purpose of the role

Working in partnership with the Headteacher, Hub Business Manager and Hub Operations Team, to ensure the efficient and effective operation of the school by managing the school's administrative functions and supporting operations activity.

## SPECIFIC RESPONSIBILITIES:

**(to be delivered in conjunction with the administrative staff as appropriate)**

### School administration

- Manage the school's administrative function, including maintaining paper and electronic filing systems, providing administrative support to the School Leadership Team, managing the office email and school diary, and supervising the work of the school administrator (if relevant);
- Provide reception services as necessary, including greeting visitors, answering telephone queries, supporting children arriving/leaving during the school day, etc.;
- Manage the school admissions and leavers processes, including liaison with parents, other schools and the local authority;
- Organise and book school visits and trips, including monitoring the collection of monies and oversight of trip-related paperwork;
- Where relevant, manage the bookings, registration and administration of the school's nursery and wrap around care provision, including processing of funding claims;
- Promote and manage school lettings, working with the finance team to ensure that invoices are issued and settled promptly;
- Recording staff absence on the school's MIS, ensure that relevant staff are made aware of absences and support cover arrangements as necessary;
- Provide administrative support for the management of Special Educational Needs and Disability, including oversight of Personal Emergency Escape Plans;

- In conjunction with SLT, liaise with volunteers and work experience candidates, making arrangements and liaising with HR to ensure relevant checks and training are completed;
- Support school publications, press releases and parental communications;
- Provide ad hoc support for school events, clubs, parents' evenings, etc.
- Oversee the school's incident and accident processes, ensuring prompt response and recording;
- Oversee compliance with processes for the administration of medication for pupils;
- Promote and administrate Free School Meals and the Household Support Fund;
- Process parental requests, such as transport claims and absence requests, and manage the penalty notice process;
- Keep the school's website up to date, ensuring compliance with statutory and Trust requirements.

### Services and provision

- Maintain an inventory of school supplies and equipment (excluding estates and IT assets) and place orders and receive deliveries where necessary;
- Manage the procurement of low-value school-specific goods and services, and managing such contracts as necessary;
- Liaise with key service providers, e.g. OCC traded services, school transport service;
- Liaise with the Catering team to promote and facilitate school meals,;

### Operational administration

- For school-specific purchases, raise purchase orders and mark goods as received on the finance system, ensuring accurate coding;
- Liaise with the Finance team about any insurance claims that arise;
- Liaise with the finance team regarding expenditure against restricted funds, such as Pupil Premium, the PE & Sports Grant and OCC Education Welfare Grant
- Support the recording and escalation of site and IT related issues, liaising with the Estates and IT teams as necessary;
- Liaise with the Estates/Site and IT teams to coordinate and support onsite contractor visits;
- Demonstrate and promote good health & safety practice in the school, including conducting risk assessments where necessary;
- Work with the IT team to ensure appropriate provision of phone and print services to the school;
- Work with the Finance team to support the collection of outstanding monies owed by parents and carers;
- Work with the Clerk and Hub Business Manager to maintain the school's Policy Register.

## Data & records

- Manage the school's MIS account, ensuring that all pupil records are accurate and up to date;
- Ensure that all pupil data required by the Trust, Department for Education and Local Authority is provided in an accurate and timely manner, including school census returns;
- Undertake and/or support the analysis and reporting of pupil data, such as attendance, as required by the School Leadership Team;
- Demonstrate and promote good data protection practice in the school, including reporting data breaches and supporting responses to subject data requests.

## General Duties:

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

The post holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times.

## General responsibilities:

- Comply with, and assist with the development of, Acer Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the Trust.
- Lead, attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

## Safeguarding Children and Young People

Acer Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

# PERSON SPECIFICATION

**Job title:** Primary School Office Manager

**Team:** Office Team

**Reporting to:** Headteacher

**Accountable to:** Hub Business Manager

Education and experience	Requirement
Successful management of complex administrative functions in a school or comparable environment	Essential
Operating within a varied and fast-paced environment with competing priorities	Essential
Advanced use of data systems (MIS) in a school or comparable environment (Experience of Bromcom desirable)	Essential
'Frontline' interaction with a range of stakeholders	Essential
Interacting with children within a school or similar environment	Essential
Managing written communications, including proof reading	Essential
Evidence of ongoing training in relevant area(s)	Essential
Driving license and vehicle with insurance for business travel	Desirable
Relevant qualification in business administration	Desirable
Knowledge and skills	Requirement
A good understanding of the impact of administrative functions on a school	Essential
Strong planning, organisational and prioritisation skills	Essential
Good written and verbal communication skills	Essential
Excellent attention to detail	Essential
Strong interpersonal skills	Essential
Ability to analyse and interpret data	Essential
Strong IT skills and ability to quickly learn new systems	Essential
Personal characteristics	Requirement
Enthusiastic, collaborative, proactive and empathetic	Essential
Creative problem solver, able to work under pressure and prioritise	Essential
Committed to acting with integrity, honesty and fairness, to safeguard the assets, financial probity and reputation of the school	Essential
Committed to the vision and values of the school and Acer Trust	Essential
Flexible and adaptable, and willing to learn new skills	Essential
Professional, diplomatic and discreet	Essential