

<b>School:</b>	Lewis Street Primary School
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**This school is committed to safeguarding and promoting the welfare of children and young People and expects all staff and volunteers to share this commitment.**

## Job details

<b>Job title:</b>	Office Manager
<b>Grade:</b>	2C
<b>Location of work:</b>	Lewis Street Primary School
<b>Directly responsible to:</b>	The Head Teacher, Head of School and Executive School Business Manager.
<b>Directly responsible for:</b>	Responsible for the administrative management of the main office.
<b>Hours of duty:</b>	36 hours per week, TTO plus 5 days
<b>Primary purpose of the job:</b>	Responsible for the running of the school office. To provide administrative support to the Executive Headteacher, Head of School and School Business Manager Support parents, pupils, visitors to the office or on the telephone.

## Main duties and responsibilities/accountabilities

### Office Management

- Responsible for the smooth running of the administration of the school office
- Assist with developing and implementing admin systems
- Manage cover for staff absences i.e. liaise with supply agencies, book supply staff, liaise with SLT
- Ensuring the safety and security of the school and children at all times, making sure that all visitors sign in and out correctly via the touch screen system
- Ensure that the Single Central Record is maintained and updated regularly
- Completion of termly Census, Workforce Census and LA Returns
- Maintain schools database of CPD, training information for Governors
- Assisting Executive School Business Manager with various administrative tasks and duties
- Utilising various software including SIMs, ParentPay, Parents Evening System and Teachers2Parents
- Deal with complaints in a professional manner
- Communicating with parents regarding all aspects of school life
- Welcoming visitors in a friendly manner

### Administration

- Maintaining and updating school information, pupil records and databases.
- Providing general clerical support including photocopying, filing, faxing, emailing, scanning, laminating and word processing.
- Managing the administration of the afterschool clubs.
- Sending text messages to parents when required.
- Producing SIMs reports upon request from the Executive Headteacher and Executive School Business Manager
- Booking of rooms and refreshments as and when required
- Produce any correspondence e.g. letters, emails as and when required

### Other Duties

- Ordering goods as and when required
- Complete stock checks as required e.g. IT consumables, paper
- Responsible for managing dinner money arrears
- To support SLT with updating the school website with documents, events and important news
- To oversee the booking of the school minibus, calendar and annual servicing and MOT
- To undertake reasonable additional duties as directed by the Executive Headteacher, Executive School Business Manager or SLT
- To play a full part in the life of the school community

### Safeguarding

The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

### Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Date job description prepared/revised: 10<sup>th</sup> October 2023**

**Prepared/revised by: Sara Roberts**

**Agreed job description signed by holder:**



Job title	Grade	Directorate	Location
Office Manager	Grade 2C	Children's Services <b>The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.</b>	Lewis Street Primary School

## Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

## Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(\*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	A I
2.	Displays commitment to the protection and safeguarding of children and young people	A I
3.	Have strong administrative skills with experience of using a wide range of office equipment and ICT software, Including Excel, Word, Power Point and SIMS	A I
4.	Team approach: ability to build effective working relationships, provide support to administration team	A I
5.	Have experience as an office manager	A
6.	Excellent interpersonal skills with the ability to communicate effectively	A I
7.	Ability to prioritise own work. Direct the admin teams work priorities and monitor outcomes	A I
8.	Work effectively under pressure, meet deadlines and multi task	A I T

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
9.	Excellent accurate typing skills and good literacy skills	A I C
10.	Experience of providing administrative and organisational PA support .Ability to effectively minute take	A I T
11.	Conscientious with the ability to work on own initiative unsupervised. Ability to work as a member of a team	A I
12.	Effective communication skills and willingness to work in a flexible manner to meet the needs of the school	A I
13.	Demonstrate confidentiality to the school, SLT, Governors, staff and pupils	A I
14.	Ability to work reflectively and develop own practice	A I
15.	Willingness to undertake training	A I
16.	NVQ 3 or other relevant administration qualification	C
17.	To be professional and welcoming to all visitors and staff	A I
18.	A commitment to the school's policies and procedures	A I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Understanding of what is required to establish a professional working relationship with staff, parents and children.	A I
2.	Full clean driving licence.	A

Completed by	Date	Approved by	Date
SBM/Head teacher	April, 2017		

#### Method of assessment (\* M.O.A.)

A = Application form, C = Certificate, E = Exercise, I = Interview, P = Presentation, T = Test, AC = Assessment centre