St Helen Auckland Primary School

Job Description, Office Manager

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| **Role Title** | **Typically reports to** |
| Office Manager | The Head Teacher |
| **Purpose of the role** | |
| To manage the administrative and/or finance function within the school, including staff and systems | |

**These are the main duties and responsibilities needed to achieve the job purpose.**

* Plan, develop, organise and monitor support systems, procedures and policies
  + Be responsible for the management of other administrative and support staff, carrying out their annual performance review and arranging for appropriate training
  + Prepare and complete documents and returns in relation to admissions and registration procedures and transfers to other schools
  + Responsible for the day to day running of financial aspects of the school including the issuing and payment of invoices, receipt, counting and banking and recording of monies received, issuing of cheques.
  + Manage the petty cash account and allocate petty cash monies as authorised by the Head Teacher in accordance with the Local Authorities procedure
  + Provide support, advice and guidance on administrative issues to senior staff, governing body and others
  + Provide assistance to the Headteacher with arrangements for staff appointments
  + Liaising with Head Teacher and Local Authority with regard to the preparation of contracts and ensuring DBS documents are completed.
  + Support the shared school business manager in the area of health and safety
  + Ensure all of the schools ICT systems remain up to date including SIMS suite
  + Manage and maintain accurate auditable records to monitor activity of private school account funds.
  + Liaise with other staff, pupils, parents/carers and external agencies
  + Develop and maintain record and information systems for both pupils and workforce
  + Responsible for completion and submission of forms, returns etc., including those to outside agencies.
  + Produce, and respond to, correspondence
  + Manage service contracts, school licences and insurance
  + Contribute to marketing and promotion of the school
  + Manage after school clubs/breakfast club and associated income
  + Arrange supply cover for absent staff
  + Be the first point of contact for visitors and parents – answering queries, resolving problems and making decisions where appropriate
  + To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
  + Role requires working with a team.
  + Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
  + Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
  + Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
  + Maintain accident records as required.
  + Maintenance of the School website.
  + The Post holder may undertake any other duties that are commensurate with the post.
  + The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction