

JOB DESCRIPTION

JOB TITLE:	SCHOOL OFFICE MANAGER
GRADE:	Grade 6-8 (Actual £32,745 - £38,875 - Pay Award Pending) depending on qualifications and experience (Term Time only plus 2 weeks)
Responsible to:	Headteacher
Line management of:	Administration Assistant x1, Receptionist/Administrative Assistant x1
Other functional relationships:	Teaching and support staff at Tooting Primary School, senior staff at the Graveney Trust and in particular the Schools' Business Manager and Chief Executive Officer

Job Purpose

Responsible to the Headteacher and the Governing Body for the efficient conduct of the school's day to day operations, including all administrative services, day to day financial processes and premises matters. To ensure that a healthy and safe environment is maintained to the standards laid down by the Governing Body and Graveney Trust.

MAJOR RESPONSIBILITIES

A. Strategic Role

1. In collaboration, to provide vision, strategic direction and leadership in the planning, management and development of effective operations across the school administration function.
2. To ensure that Tooting works within the requirements of the Trust through advice, direction and support to the Headteacher and the governing body.
3. To work within the leadership team to ensure that the revenue, equipment and resources are managed efficiently and cost-effectively in support of educational and organisational objectives.
4. To liaise with a multi-disciplinary team made up of both directly employed staff and external contractors. The team covers a range of non-teaching functions and includes, but is not limited to, Finance, Premises, Administration, along with contractors for ICT, cleaning, maintenance and catering services.
5. To lead the development and continuous improvement of Administrative staff through consistent and regular supervision, identifying training needs and managing performance.
6. To continually enhance the reputation of the school within the Borough and beyond by building good networks of support and developing effective relationships.

KEY TASKS

A. General Management

- To be responsible for the overall line management and professional development of the Administration staff
- In liaison with the Trust, develop and implement new procedures, protocols and office systems to meet the changing needs of the school
- To provide liaison and support for the Governing Body as required.

B. Reception Duties

- To ensure that all visitors to the school are received in a friendly and professional manner and that they feel welcome and well attended to.
- To manage the process for children who arrive late and leave during the day for appointments/sickness etc
- To process ID checks for all visitors in accordance with the school's safeguarding procedures ensuring everyone is signed in and out and wearing the appropriate identification. Seek to ensure the safety and welfare of pupils by being aware of unexpected visitors and reporting to senior management team any concerns which arise through contact with children in line with the school's 'anti bullying' and 'child protection' policies.
- To ensure all contractors visiting site to carry out any work sign in and out accordingly
- To ensure all queries, either in person or by telephone, are dealt with swiftly and appropriately using tact and diplomacy at all times.
- To ensure the answer-phone messages are checked early every morning and then regularly thereafter during the day.
- To ensure messages are clearly recorded and passed onto the relevant staff in school
- To handle difficult situations and issues with sensitivity and a calm manner, being at all times aware of the need to safeguard pupils, operate within data protection guidelines and maintain strict confidentiality at all times.

C. Admissions

- To oversee the administration of admissions for the school, working with the Trust, to ensure that in-year admissions are conducted in a timely way to minimise the number of vacant places on the school role. (including Reception intake, mid-term admissions and leavers, including CTFs, waiting lists, transfer to Secondary school etc)
- To arrange prospective parent visits to the school for the Headteacher or senior staff
- To maintain pupil record folders and files
- To be responsible for ensuring all school admission packs are kept up-to-date and distributed in liaison with other office staff and the Foundation stage leader
- To ensure Reception Admission packs are up to date and available for all parents/carers. To support parents/carers with completing the forms and following up missing information where necessary
- To oversee the preparation of information and records for forwarding on to appropriate Primary schools as necessary
- To respond promptly to fill vacancies arising as pupils leave the school and to notify the Trust if a place remains vacant in the run up to the termly census

D. Administration of Educational Visits (on and off-site)

- To liaise with teaching staff to ensure all entries in the school diary are cross-checked and followed up to ensure SLT are aware of all trips, excursions, events etc.
- To be responsible for arranging transport for trips, e.g coaches or TFL travel cards/Oyster cards for staff etc. and to source the most competitive prices for coach bookings
- To ensure adequate first aid arrangements are in place for each trip, bearing in mind the nature and destination of the trip and age of pupils attending
- To liaise with the EVC to ensure all necessary paperwork has been completed for each visit/event and submitted at the appropriate time and has been authorised by the appropriate person before the trip or event takes place
- To administer the paperwork for school swimming lessons.

E. Afterschool clubs / extended provision

- To organize and oversee the running of afterschool clubs in liaison with the leadership teams
- To ensure that relevant letters/correspondence is distributed so that information exchange is carried out in a timely fashion
- To oversee the collection of all monies for afterschool clubs and follow Trust protocols and procedures for handling these monies.
- To inform parents via letter, text, phone call etc. with regard to afterschool club information
- To oversee and utilize any online booking systems ensuring, where possible, equal access and equity.
- To oversee the information exchange and arrangements with external providers to use the school premises during out of hours use, including holiday periods.

F. General Administration

- To maintain the school diary, school calendars and share weekly diary sheets.
- To maintain the school website
- To produce standard letters and reports as requested by the HT and senior staff
- To ensure that school emails are checked every morning and then regularly thereafter during the day and deal with or forward messages to appropriate staff.
- To make appointments for the Headteacher, senior teachers and teaching staff as requested.
- To compile letters/documents and other information for staff as required within the parameters that have been agreed for these services.
- To arrange meetings with parents and other individuals as requested
- To coordinate all paperwork for the two Parent Consultation Meetings held during the year
- To upload the school newsletter onto the website every week and send it out electronically to all parents/carers/Trust
- To be responsible for organising and managing the administrative procedures relating to admissions, pupil records, and pupils with SEN (under the direction of the SENCo).
- To ensure that all appropriate records are maintained and necessary returns are completed and submitted by the set deadlines including collating staffing absence data and providing copy records for the Trust in accordance with the agreed systems/timescales
- To manage an effective computerised system for record keeping processes (SIMS) and to attend training courses as necessary to keep up to date with the systems
- To be responsible for the SIMS end of year procedures including promotion of records in preparation for the next academic year
- To be responsible for the pupil returns required by the Local Authority and DfE including census information

- To be responsible for the administration and organisation of school photos to include arranging photographer visits, production of class/sibling lists, collating of all information relating to the family requirements, distributing photos when returned and importing into SIMS pupil records:
- To manage the distribution of school reports and accompanying paperwork to ensure they are distributed in a timely manner and to ensure all pupils reports are ready, copied and collated in time.
- To support the effective implementation of school attendance systems
- To liaise with the school uniform company as required
- To be responsible for the administration of the school's post including sorting and distribution and for ensuring that post is sent to Graveney Trust on a daily basis

G. Safeguarding

- In liaison with Trust HR staff, to be responsible for ensuring all adults within the school are DBS checked and maintain the School Central Record in line with the Child Protection and safeguarding policy.
- To meet with the HT half termly to ensure all safeguarding policies, documents and systems are checked and monitored

H. Financial

- To work closely with Trust staff to become familiar with all the Trust's financial systems and procedures and operate within them in a timely and efficient manner
- To be responsible for the collection and accounting of all school fund money and accurate and for maintaining up to-date records of all monies received broken down by class trips, events etc.
- To become familiar with ParentPay and ensure that all monies are collected via ParentPay unless there is a good reason not to
- To check all school trip and school journey accounting records and ensure that they balance and can be reconciled with the class records and the Trust's accounting records
- To ensure orders are always raised for all goods, supplies and services and to ensure that these are processed promptly including checking all details are complete and correct before sending to the Graveney finance office (which should be one on the day of completion) for processing
- To ensure that delivery notes are signed by an appropriate member of staff and then processed according to the Trust's financial procedures
- To keep a copy of all orders

I. Welfare

- To ensure that children are cared for until a parent/carer arrives
- To be responsible for maintaining the records for administration of medicine to pupils and for administering medicines to pupils
- To complete accident forms and liaise with Health & Safety officer in school (HT)
- To administer medicines to pupils in line with school policy if required.
- To be responsible for arranging medicals with the school nurse/dentist
- To liaise with the Inclusion leader to update and maintain Health Care Plans and medical records of pupils

J. Other Duties

- In the event of an emergency to adhere to the office evacuation procedures and to assist with an accurate roll call.
- To assist in the promotion of the school through the sensitive dealings with children, parents and visitors at all times.
- To cover duties of other office staff as requested by the HT.
- To be the point of contact for the catering company at TPS
- To monitor and maintain an appropriate level of stock control for office supplies.
- To instruct staff in the use of office equipment.
- To assist with dealing with lost property.
- Any other duties as can be reasonably expected within the boundaries of the school office.
- Together with your line manager be responsible for identifying and agreeing your personal development/training needs.

K. Safeguarding Children

- Display a commitment to the protection and safeguarding of children and young people in line with the 'Guidance for Keeping Children In Education Safe'. Report to the Headteacher ANY behaviour by colleagues or children which raises concern.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the post holder's role within the school.
- To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the post holder's role.
- To ensure that the post holder's line manager is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.

PERSON SPECIFICATION

Qualifications/Knowledge

- A good level of education including at least a good pass at English and Maths GCSE or equivalent and good A Level passes or equivalent (E) and ideally a degree or equivalent (D)
- A strong working knowledge of Microsoft Office applications (E)
- Knowledge of SIMS (E)
- A first aid at work certificate, or a willingness to become qualified immediately following appoint (to be arranged and paid for by the school) (D)

Experience

- Working in a primary school in a senior position (D)
- Working as part of an Educational Trust (D)
- Provision of financial and administrative support services to individuals and teams (E),
- Implementing new systems and/or improving existing systems (E)
- Diary and events management (D)
- Successful experience of working co-operatively as part of a team (E)

Skills

- Excellent communication skills, both oral and written (E)
- Negotiating/persuasive skills to encourage others to follow a particular course of action
- Accuracy and a good eye for detail (including but not restricted to typing and data input)
- Good typing speeds (D)
- Effective time management skills (E)
- Excellent organisational and planning skills (E)
- An ability to assimilate information quickly (E)
- Commitment to working as part of a team and to contribute significantly to its effectiveness and success (E)
- Thorough understanding of safeguarding procedures in schools (E)

Personal Attributes

- Good, confident personal presentation (E)
 - Ability to display a calm, tactful and responsible attitude (E)
 - Commitment to professional development and training (E)
 - Commitment to equal opportunities (E)
 - Flexible approach, with the willingness and adaptability to develop new skills as necessary
 - Willingness to work outside of contractual hours occasionally to meet the needs of the school
 - A positive and energetic outlook
- A commitment to working in a school that forms part of a larger organisation (the Graveney Trust) and to ensuring that the needs of both the school and the Trust are met.

Key: E=Essential
D=Desirable