**JOB DESCRIPTION**

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| **Post** | Office Manager |
| **Grade** | SO1, points 23 to 25 |
| **Hours** | 36 hours per week |
| **Term time pattern** | Term time plus 3 weeks (42 weeks) |
| **School/Location** | Fircroft Primary School |
| **Reports to** | Headteacher |

# **Main Purpose of the Job**

To lead on all areas of the school office management, providing an effective and efficient administrative service, ensuring the ‘front-of-house’ service meets the needs of users and that the administrative service supports the school’s priorities, its vision and its aims.

**Main Responsibilities**

**HR**

* To oversee recruitment processes, ensuring all stages of the process are effectively and efficiently administered, that all pre-employment checks are undertaken, safeguarding requirements are adhered to, payroll records are set up and that contractual documentation is created and issued as appropriate.
* To ensure that variations and changes to contracts, including terminations, are processed efficiently and accurately, payroll records are updated and that contractual documentation is created and issued as appropriate.
* Be responsible for the administration of all other payroll matters and supporting staff with any queries they may have, e.g. overtime claims, first aid certificates and allowances, etc. checking payroll reports, ensuring all amendments and changes are made and appropriate documentation is issued.
* To ensure that all safeguarding processes in regards to staff and governors are undertaken, maintaining appropriate records, including the Single Central Record for the school, in accordance with statutory guidelines and Local Authority or Trust policies.
* To support staff absence processes, conducting routine return to work interviews, inputting and monitoring staff absence data; providing appropriate reports to the Headteacher, highlighting any areas of concern. To support the Headteacher in addressing any ongoing absence issues, administering and advising, as appropriate, on occupational health referrals. To submit insurance claims for long-term sickness and maternity cover.
* Under guidance from the Wandsworth HR Team / Trust HR team, to support the processes in respect of staff grievances, disciplinary matters, staffing restructures and other sensitive HR issues, in a discrete and professional manner.
* Monitor the appraisal and probationary processes, ensuring they are undertaken in a timely manner and Local Authority /Trust policies and procedures are adhered to.
* Collate and maintain relevant paper and electronic HR management information and data for reporting, census returns and planning as required, ensuring records are in line with relevant date retention periods and that data protection requirements are adhered to.

**Finance**

## Liaise with the Headteacher and Finance staff to arrange purchase orders to be generated.

## Place orders for school consumables and supplies, quoting valid purchase order numbers.

## Receive and check deliveries against purchase orders, raising any discrepancies directly with suppliers whilst keeping Finance staff informed.

## Receive, verify and record any cash payments/donations given to the school, and banking this cash upon confirmation from Finance staff.

## Support Finance staff with invoice, banking and supplier queries as needed.

**Facilities Management**

Ensure the following are in place for activities related to all school activity – support services; teaching and learning; and alignment with local and central policies:

* In liaison with other staff, ensure Risk assessments are in place for activities inside and outside the school;
* Asset register detail is loaded onto the appropriate database;
* Identify the need and be responsible for securing appropriate licences as appropriate;
* Provide oversight of arrangements for first aid and any medical policies;
* Main point of contact for cleaning service, communicating any concerns.
* In liaison with other staff, ensure facilities assessments are completed and escalated where appropriate
* Ensure the accurate recording of accidents and incidents to provide reporting data to Local Authority /Trustees
* Be the main contact, on a daily basis, with site Premises staff to ensure the school maintains a safe and professional environment.

**General Administration**

* To line manage the admin / office team, quality assuring their work, ensuring their roles and responsibilities best meet the needs of the school and that they receive appropriate induction, performance management and professional development to undertake their roles to the highest possible standard that supports the priorities and needs of the school.
* To ensure the ‘front-of-house’ service in the school office is effectively managed, and that telephone and face to face enquiries are dealt with in an effective and professional manner
* To develop and maintain systems, processes and procedures to enable to smooth running of the office and the school’s administrative functions, including databases, archives, filing systems and contact lists.
* To ensure admissions processes are run in compliance with policies.
* To type letters, reports, memos and produce other documents and reports as directed.
* To oversee the management of pupil data held on the school’s management information systems, ensuring it is up to date including key contact details and Health and Safety requirements. Produce reports as required, including census data.
* Provide free school meals application forms and pupil premium forms to all new parents/carers, making sure eligible pupil are registered and SLT can easily access up to date information.

**Safeguarding**

Be committed to safeguarding and promoting the welfare of children. To follow all procedures and policies relating to safeguarding children.

**General Responsibilities**

* To comply with the School / Trust’s Equalities, Diversity and Inclusion policy, as well as all other relevant policies and procedures, at all times.
* To carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.
* To present a consistently positive image of the school and uphold public trust and confidence.
* To undertake any other duties required that are commensurate with the pay and purpose of your role.

**Safeguarding**

* To have due regard for, and demonstrate a commitment to, the safeguarding and promotion of the welfare of children and young people.
* To follow and adhere to the school’s safeguarding policy, the Department for Education’s statutory guidance ‘Keeping Children Safe in Education’ and all other relevant guidance and legislation in respect of safeguarding children.
* To maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, exercising sound professional judgment which always focuses upon the best interests of the students and the school.
* To ensure that your line manager is made aware, and kept fully informed, of any concerns which you may have in relation to safeguarding and/or child protection.

**Special Conditions of Service:**

This post is exempt from the Rehabilitation of Offenders Act 1974. It is a requirement of your employment that you inform the Employer immediately if at any time during your employment you: are charged or convicted of any criminal offences; or are in receipt of any indictments or police cautions; or are provisionally or permanently placed on the Children’s Barred or Adults’ Barred List (if applicable) administered by the DBS. Any such information disclosed to the Employer will be processed in accordance with the Data Protection Act 2018. Failure to notify the Employer of any such charges, convictions, indictments or cautions may result in disciplinary action against you up to and including summary dismissal for gross misconduct.

You may be required to occasionally work outside of normal working hours on occasion (e.g. to attend hearings, Governor / Trust meetings, etc.) with due notice.