

Al-Noor Primary School (VA)

619-629 Green Lane, Goodmayes, Ilford, Essex, IG3 9RP
Tel: 020 8597 7576, Email: recruitment@al-noorprimary.co.uk, Website: al-noor.co.uk/va

JOB DESCRIPTION: SCHOOL OFFICE MANAGER

Al-Noor Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Full vetting checks, including references prior to interview and a DBS check, will be undertaken.

HOURS: Full-time, permanent

START DATE: 1st September 2018

SALARY: LBR4

TO WHOM RESPONSIBLE
Headteacher

PURPOSE

Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

DUTIES

Organisation

- Deal with queries and requests at reception from parents, pupils and visitors etc.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Greet guests and set up refreshments, tidying away afterwards.
- Organise and/or assist and facilitate school trips and school events etc.
- Check the post, telephone messages and emails, passing on messages to relevant staff members.
- Keep the school office and reception area and surrounding corridors tidy and attractive at all times.
- Line manages other office staff as and when relevant.
- Updated parental and school community notice boards.

Administration

- Co-ordinate and maintain manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Write letters and minutes.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Body.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE.
- Undertake administrative procedures.
- Register late attendees, track pupil punctuality and attendance and implement procedures to tackle poor attendance.
- Coordinate with the admissions service of LBR as needed.
- Induct new pupils to the school, provide information and obtain relevant consents.
- Manage staff and visitor sign-in arrangements for efficiency and safeguarding.
- Coordinate after school activities and pupil participation.
- Coordinate uniform enquiries

- Administer arrangements for school lunches.
- Coordinate communication between parents and staff members.
- Keep school website and social media updated with relevant content at least weekly.

Resources

- Operate relevant equipment ICT packages
- Maintain and manage school photocopiers, printers, fax machines, franking machines, card machines and the like.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Order School Resources & check deliveries
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Undertake financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

RESPONSIBILITIES

- Administer first Aid and medical plans for pupils.
- Maintain pupil allergy and medical lists and communicate to staff.
- Oversee and maintain parental permission logs e.g. for home time collection and photography.
- Maintain the school fire register.
- Maintain accident notification and the accident log
- Comply with and assist with the development of 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 school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Note

In order to deliver services effectively, a degree of flexibility is needed; you may be required to perform work, undertake tasks or take on responsibilities not specified above but is commensurate with the level of the post. In addition you might have to take on additional tasks to fulfill the purpose of your roles as the main duties and responsibilities of the post are set out above but each individual task to be undertaken has not been identified. Such duties will fall within the scope of the post.

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with any relevant school improvement priorities set from time to time or in response to changing regulations. Any major Changes will involve discussion and consultation with you.

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PERSON SPECIFICATION: SCHOOL OFFICE MANAGER

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Personal Example

- You are an excellent role model for pupils in terms of your character, behaviour and manners as well as in your enthusiasm for learning.
- You value spirituality, emotional development, morality, integrity, honesty, generosity, making positive contributions to society and working continuously for improvement.

Qualifications and Experience

- You hold a minimum of level 2 or equivalent qualifications in English and Mathematics.
- You hold further qualifications of a relevant nature at level 2, preferably higher.
- You have experience of development, management and operation of administrative systems.
- You preferably hold recent accreditation for appropriate first aid training.

Professional Attributes

- You support the school's aims and values with vigour.
- You are professional, positive, energetic and enthusiastic.
- You carry out your duties in a professional manner at all times.
- You have excellent English and maths skills.
- You have excellent verbal, face to face and PR communication skills.
- You are supportive to other staff members.
- You take instructions and feedback well.
- You have a warm approach to working with children and a basic understanding of child health and development.
- You have a strong work ethic and understand the importance of your role in supporting the school to ensure children achieve the very best outcomes.
- You have a pro-active approach to continually learning and developing yourself to improve your professional practice.
- You set a good example in terms of dress, punctuality and attendance.
- You are proactive in matters relating to health and safety
- You are committed to the safeguarding of children, the protection of their welfare and well being and to the pursuit of excellent child outcomes.
- You relate well to children and adults alike.
- You work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Knowledge and Understanding

- You have a working knowledge of the role of and the skills expected from administrative staff and managers
- You are able to make reliable judgments on the work of others.
- You have high expectations for your own and that of those you line manage.
- You are aware of the roles, tasks undertaken in school administration and the high professional standards expected in them.
- You have excellent analytical and IT skills and are innovative.
- You have a positive and compassionate approach to the behaviour management of children and are able to promote and maintain high standards of pupil behaviour.
- You can use the equipment and technology used in school administration confidently to maximize efficiency and achieve expected outcomes e.g. computers, photocopiers, online apps and so on.
- You are familiar with relevant legislation as well as statutory and non-statutory guidance and know how to access these, refer to them in your work and keep abreast of updates.
- You understand the skills underpinning the effective management of resources and people.
- You understand the skills underpinning effective communication with parents, pupils, staff members, suppliers and visitors.
- You work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- You have the ability to self-evaluate your learning needs and actively seek learning opportunities and are actively committed to your professional development.