

Job description

Job title		Office Manager			
Service Area		Education		Function	
Team	Cleveland Road Primary School	Post number			Grade LBR7
Reports to		School Business Manager			
Responsible for					
Purpose of job					
To assist in managing a small team in the provision of an efficient administrative support service to the Head Teacher, School Business Manager and school staff					
Major duties and responsibilities					
<div><h3>Main Responsibilities, Tasks and Duties</h3><ul style="list-style-type: none">To lead Pupil Attendance via RM Integris – recording morning and afternoon data and reporting to stakeholders.To collate and accurately present weekly attendance statistical information as a report.To lead on school admissions including tours, SAM’s allocations, CTF transfers, home visits, open evenings etc.To be responsible for organising and managing the administrative procedures relating to reception admissions received and returns from incoming schools and oversee the nursery school admissions process.To be responsible for the pupil returns required by the LA and DCSF including the Nursery Headcount and School pupil census.To liaise with the EWO and DHT in absence of FSW in relation to unauthorised pupil holidays.Form and maintain appropriate relationships with personal boundaries with children, young people and parents.To manage school events booking system eg: parents evening.Maintain accurate pupil record keeping and filing of records.Support SLT with the assessment data returns, Pupil target tracker, updating import files and info for pupils.Process FSM applications.Keep school policies up to date, eg: Attendance, first aid, medical and admissions.Manage the smooth running of the school office and staff.</div> <div><h3>Administration</h3><ul style="list-style-type: none">Provide full administrative support, efficiently and effectively, to office and SLT as requested within specified timescales (e.g. photocopying, filing, faxing, emailing, complete routine forms and distribution of internal/external post where appropriate).To send text messages & emails to parents via the ‘Groupcall Messaging’ system.Ensure and undertake word processing and other IT based tasks such as preparing parent letters as directedTo undertake training as and when necessary and to make full use of computer equipment and software.To oversee the administration of Annual Pupil Reports in order to meet the deadline.Work alongside secondary schools with year 7 transitions, eg: school open evenings etcEstablish good relationships with parents, community and professionals acting as a good role model that reflects the high expectations of the Head Teacher and Governors of the school.Undertake general administration by undertaking general reception duties including – dealing with the public and parents both – face to face and over the telephone and sending group messages.To respect and trust the confidentiality placed in the appointed person by the Executive Head teacher,</div>					

SBM and SLT using discretion in dealing with issues of a sensitive nature.

- Be aware of and comply fully with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, by reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required. Identifying own training and development needs and make full use of all computer software.
- Work constructively and flexibly as part of a team, understanding school rules & responsibilities and your own position within the organisation.
- To stay late for planned events including Governing Body meetings, parents evenings and pupils performances.
- Undertake general reception duties including – dealing with the public and parents both face to face and over the telephone.
- Signing in all visitors ensuring that they are welcomed and directed to the correct personnel.
- The job description can never be fully descriptive and exhaustive. It is expected that staff will respond to emergencies as they arise. It is also expected that staff will show flexibility in their duties during busy periods and periods of staff absence. The post holder must comply with the LBR Equal Opportunities Policy and Health and Safety and all school policies.

Organisation

- Ensure the effective operation of the school reception area so that all visitors, staff and pupils are greeted in a friendly and professional manner
- Ensure that any enquiries are dealt with promptly and that people are directed to the appropriate person/location
- Assist the school staff with the organisation of events such as trips, sports days, parents' evenings, productions etc. and organise associated administration

Finance

- Work with the Finance Officer on any Finance issues, as required

HR and Safeguarding

- Support the Head Teacher and School Business Manager by liaising with HR on any issues about staffing
- Support the induction process for all new staff to the school
- Oversee the administration processes involved when a member of staff leaves the school
- Safeguarding – oversee entry and exit procedures to and from the school for all staff, pupils, parents, carers and visitors

First Aid

- To oversee the day to day management of the medical needs of children and staff at school
- To oversee First Aid procedures at the school, maintain accurate records and replenish first aid stock
- Administer First Aid to pupils and staff in line with school procedures
- Accurately record First Aid treatment, following school and local authority procedures
- To maintain accurate records of staff training in first aid and medical needs
- To report any serious accidents or injuries immediately to Head teacher and School Business Leader
- Maintain medical needs and first aid policies
- To liaise with Inclusion Manager about appropriate admission times for children with medical needs
- Ensure children and staff going off site have appropriate medication and adult with them
- Work alongside SENDCo as necessary to support individual needs

The council operates a non-smoking policy

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