



Job description and person specification: School Office Manager

Job title: School Office Manager

Hours: 32.5 hours per week

Grade: LBR 6

Scale: 18 -19

Salary: £35,520 - £36,048 FTE

Contract type: Permanent

Work Pattern: Monday-Friday 8.30am-4pm Term time + Inset + 5 days

Reporting to: Head of School

Responsible for: Administrative Assistant, Family Support Worker (attendance) Administrative volunteers- Post will also act as central point of contact and provide support for Site Manager & IT Technician

The Responsibilities

Strive4 Academy is a highly successful multi-academy trust. Its model of education enables pupils to reach their full potential, transforming their lives and ultimately the communities in which they live.

The position of School Office Manager is responsible for overseeing the daily administration of the school office including line managing administrative staff.

Core Purpose

- To provide an effective and efficient administrative and operations management support service to the school.
- To lead the support team.
- To be committed to the highest educational outcomes for the children in the school and Trust by understanding that the school office plays a critical role within the school.

Organisation

- Supervise and support the day-to-day work of the administrative and operations function of the school.
- Manage the completing of statutory returns as appropriate including school and staff workforce census.
- Manage school email inbox disseminating and responding to contents as appropriate including sending follow-up reminders to colleagues to action.
- Lead on the booking of staff development and training courses for the school.
- Co-ordinate the use of on-line communication platforms.
- Assist with school-led marketing and promotional activities such as open days and school prospectus.
- Lead on pupil admissions and oversee the FSM validation for pupils.
- Support the IT department in the management of school website.
- Oversee the transitions process for Y6 pupils.
- Oversee school photographer and NHS (dental, height & weight, immunization) visits including communication to parents and class schedule. Also responsible for the uploading of pupil photos onto MIS.
- Liaise with the SENDCo to oversee the admin management of First Aid provision.
- To hold or be willing to obtain a first aid qualification and to be responsible for administering first aid and care to children who are hurt or unwell.
- To maintain a record of all accidents/ injuries and to liaise with teachers, parents and other relevant parties regarding pupil's sickness or injuries.

Administration

- Manage manual and computerised record/information systems including RM Integris/Arbor.
- Undertake word processing and complex IT based tasks- related to parents, wider school and the Local Governing Body.
- Ensure GIAS information is accurate and compliant.
- HR liaison with the Trust in connection with appointments, contract revisions, resignations, aspects of recruitment and staff absence administration.
- Manage staff leave requests and record these to ensure any amendments in pay can be made, liaise where necessary with the Trust Finance Officer.
- Ensure the single central register (StaffSafe) is kept updated, complying with current legislation.
- Oversee the ordering, monitoring and management of stock, ensuring best value following the school's purchasing processes.

Operations

- Liaison with the site team, contractors and external providers regarding admin compliance with health and safety regulations, processes and procedures.
- Organise health and safety training for staff.
- Support Head of School to monitor and update the risk register.
- Track all school policies and ensure they are updated in accordance with the policy review schedule.

Data Management and Reporting

- To assist the school in collating information required by the Trust and local authority.
- Analyse and evaluate data/information and produce reports/information/data as required.

- To oversee the maintenance of confidential pupil personal files and liaise with the Safeguarding Lead and SENDCO where appropriate.
- Keep records in accordance with the school's record retention schedule ensuring information security and confidentiality at all times and that the school is compliant in all aspects of data protection legislation.

Meeting Co-ordination

- Welcome all scheduled visitors, contractors, parents, new staff and other guests in line with the school's safeguarding procedures, ensuring school security arrangements are always complied with.
- Oversee the provision of hospitality for visitors to the school.

Agency Bookings

- To liaise with recruitment agencies and other external contractors to arrange supply cover for teachers and organise other cover arrangements as required, ensuring correct approvals and authorisations are in place before booking.

Communication with Families and Staff

- To communicate with families through email, text, telephone and app as appropriate.

General

- To manage workload to ensure all administrative and clerical duties are carried out in a timely manner.
- To understand and comply with the school's Equal Opportunity Policy and all Safeguarding Policies and Procedures.
- To attend professional development opportunities as agreed within the Performance Management schedule, job description and school need.
- To undertake as required additional duties and tasks commensurate with role and responsibilities.

Person Specification

We seek to recruit talented individuals who can not only help to build the success of our schools but also people who are engaging and passionate about everything they do.

When we recruit, we look for specific experiences and qualities. However, we also value diversity because we recognise the importance of people bringing their own backgrounds, experiences, perspectives and ideas to the school and the Trust. Our ideal candidate for this role will already be an outstanding administrator within a successful Primary School/Academy.

Criteria	Essential	Desirable
Qualifications	General level of education to at least Level 2 (A) Evidence of participation in appropriate training and development (A I)	Hold at least a Grade C GCSE or equivalent qualifications in Maths and English (A I)

		Hold a current First Aid at Work Qualification (A)
Experience/ Knowledge	<p>Experience of high-volume administrative work (A I)</p> <p>Experience of managing colleagues and or teams</p> <p>Experience of working within the Data Protection Act and dealing with confidential issues (A I)</p>	Experience of working within a busy school office setting (A I)
Skills/ Competencies	<p>Effective written communication skills for all stakeholders (A I)</p> <p>Effective oral communication and presentation skills for all stakeholders (A I)</p> <p>Good organisational and time management skills (A I)</p> <p>Excellent administrative skills (A I)</p> <p>To be highly IT literate and have a broad understanding of packages such as Microsoft Word, Excel, Outlook, Publisher and Powerpoint, plus other specialist equipment (A I)</p> <p>Problem solving skills (A I)</p>	Experience of school MIS systems such as RM Integris (A I)
Personal Attributes	<p>Commitment to educational values (A I)</p> <p>Commitment to the provision of a high quality, child-centred service (I)</p> <p>High level of personal integrity and confidentiality, ability to deal with sensitive or difficult situations appropriately (A I)</p> <p>Ability to work effectively as a team member, to be flexible and adaptable to changing situations (I)</p> <p>Excellent attention to details and understanding the importance of accuracy and high standards in all areas (I)</p> <p>Proven record of excellent attendance and punctuality (A I)</p> <p>Proactive attitude to work with a willingness to learn (A)</p> <p>A can do/will do attitude (I)</p> <p>Commitment to understand and promote safeguarding (A I)</p> <p>Ability to establish and maintain good professional relationships with colleagues, pupils and parents (A I)</p>	

Applicants who do not meet ALL requirements in the 'Essential' column, need not apply.

A – to be assessed through application I – to be assessed through interview