

# THE COLLETON PRIMARY SCHOOL

## JOB DESCRIPTION

<b>Job Title:</b>	School Office Manager	
<b>School:</b>	The Colleton Primary	
<b>Reports To:</b>	Head Teacher	
<b>Grade:</b>	6	
<b>Salary:</b>	£30,559 - £34,314 pro-rata (pay award pending)	
<b>Employment Status:</b>	Fixed Contract – 25 hours per week Term time only plus 2 weeks	
<b>Hours of Work:</b>	Monday to Thursday - 09:00 – 14:00	
<b>Job Purpose</b>		
<p>Responsible for the smooth-running of the Schools on a day-to day basis, by organising, supervising and undertaking administrative, financial and organisational systems and processes, maintaining confidentiality at all times.</p> <p>You will see regular movement of people past and through the office and as such, you will often be the first point of contact for staff, pupils, parents and visitors with enquiries. Whilst there is structure to the year, no two days are ever the same.</p>		
<b>Organisation Chart:</b>		
<pre> graph TD     HT[Headteacher] --&gt; SBM[School Business Manager]     SBM --&gt; SOM[School Office Manager]     SOM --&gt; AA[Admin Assistant]     SOM --&gt; SC[Site Controller]           </pre>		

## **Key Accountabilities**

The School Office Manager will:

### **1. Administration**

- Maintain an overview of the day to work of the administrative function of the school office.
- Develop an office team that meets the need of the school.
- Managing school correspondence and communications.
- Admissions of statutory new starters, in year applications and leavers.
- Managing the updating of the School website.
- Meet regularly with the administration team to prioritise tasks and explore efficiencies.
- Manage the school's administration of staff including recruitment, induction, training and performance management.
- Attend and minute fortnightly SLT meetings.
- Manage all data and information systems to ensure all relevant standards are met including GDPR.
- Work with the team to ensure that assessment systems meet the needs of Teachers, Leaders, Parents and third parties efficiently and accurately.
- Manage communications systems to ensure that they meet the needs of the school.
- Be responsible for promoting and safeguarding the welfare of pupils at the Schools

### **2. Human Resources**

- Undertake the duties of the Human Resources (HR) Manager, ensuring staff contracts and personnel records are up-to-date, accurate and kept securely and confidentially.
- Oversee recruitment processes to ensure that all appointments are safe and in accordance with current legislation.
- Ensure that the school Single Central Record is up to date.
- Manage preparation of returns for the LA and the DfE.
- Provide, in consultation with the HR provider, advice to the Headteacher on employment issues.
- Ensure that all policies and procedures comply with current legislation.

### **3. Premises & IT**

- Work with the Governors and Headteacher to plan improvement projects to include IT.
- Work with the Headteacher to plan and implement approved projects.
- Work with Governors, the Headteacher and premises staff to prepare and implement a maintenance schedule to ensure efficient and continued operation of all facilities.
- To be one of four keyholders with shared responsibility for out of hours call outs and resolution of problems.
- Manage the school's premises staff including recruitment, induction, training and performance management.
- Work with the property and IT support companies and the LA to ensure that reactive repairs are carried out in a timely and compliant manner.
- Work with the CPTA and the Site Controller to ensure that the swimming pool plant and equipment operates in accordance with the normal operating procedures.
- Manage the use of the school site by third parties.
- Manage the Asset Register in accordance with school policy.
- Work with Premises and IT support company to ensure that contractors comply with the school's Health and Safety Policy, insurance and other requirements.
- Ensure that the Rainbow Plan is up to date.

#### **4. Payroll and Pensions**

- Manage the payroll records to ensure that staff are being paid in accordance with their contract and the relevant terms and conditions applicable;
- Input timesheets to the monthly payroll and check the output prior to payment;
- Liaise with Teachers Pensions and Berkshire Pensions as required.

#### **5. Marketing**

- Work with the Governors and the Leadership Team to ensure that the school promotes itself effectively including the website and social media.

#### **6. General**

- Take all decisions in line with the school visions and values and encourage others to do the same
- Undertake any other duties commensurate with the grade as requested by the Headteacher.