



HOTSPUR PRIMARY SCHOOL
OFFICE MANAGER
JOB DESCRIPTION



POST TITLE:	Office Manager
GRADE:	N6
RESPONSIBLE TO:	School Business Manager
JOB PURPOSE:	To support the school in attaining its aims and objectives by managing the school office and provide support to the School Business Manager
MAIN DUTIES:	The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Management of Whole School Administration

- Overseeing the office workload including support to the Leadership Team and Governing Body and keeping the School Business Manager informed of the needs and concerns relevant to the work of the administration staff.
- Assisting the school by maintaining good relationships with staff, parents/carers, governors, contractors and external agencies in order to promote the objectives of the school.
- Maintaining good practice in relation to the provision of an efficient and effective service within the school office and reception.
- Managing the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.
- Overseeing the school diary and assisting in managing the Headteacher's diary.
- Overseeing the generation of all correspondence to parents and carers.
- Co-ordinating event organisation and hospitality for functions and training.
- Responsibility for ensuring that all general word processing – letters, forms and booklets etc. are completed efficiently and to ensure that the information contained within them and on the school website is up to date.
- Overseeing the input of pupil and assessment data and ensuring its accuracy.
- Budget holder for office admin supplies.
- Liaising with the community regarding lettings of the school premises to outside agencies.
- Helping to promote the school to parents, partners and the local community.
- Assisting in the management of the schools admission and transfer procedures.

Administrator for HR matters within school

- Act as administrator for HR matters on behalf of the Leadership Team.
- Processing transactional HR paperwork for new appointments, changes in contracts, overtime and sickness in liaison with the School Business Manager.
- Coordinating the reporting of sickness and other absences and organising supply bookings.
- Maintaining staff personal files and the Single Central Record.

General

- Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- Administer medication to pupils in accordance with the school's policy and procedures.
- To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

Child Protection

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.