



The Priory Primary School

## Job Description

### Position: School Office Manager

**Department:** Non-Academic / Administration

**Line Manager:** Headteacher - Matt Walsh

**Working Hours:** 35 hours per week, Monday to Friday: 8.15am – 3.45pm

Term-time only plus 5 inset days and up to 5 days overtime during school summer holidays

#### Position Requirements:

**Education:** GCSEs / A' Level or High School Equivalence

**Experience:** Experience of the role, with a minimum of 1-year experience in a similar setting.

**Competencies:** A confident communicator who is able to effectively and independently organise, manage and provide information to parents, stakeholders, school contacts and visitors to the school. Must be able to demonstrate interpersonal and managerial skills.

#### Core Requirement of the Role:

The school office manager is responsible for overseeing the daily administration of the school office. They are also responsible for all administrative, admissions and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services. They will also provide assistance to the school's leadership team, notably the school's Headteacher.

#### Key Relationships:

This role will require establishing and maintaining robust professional relationships with the school's parent body and academic staff. The role is directly accountable for the responsibilities documented below, although this is not an exhaustive list and the position may require additional accountabilities – through discussion. The colleague holding this position will report directly to the Headteacher, but will also form a strong link with the rest of the school's leadership team.



## **Key Responsibilities:**

### **Organisation**

- Supervise and engage in the day-to-day work of the administrative function of the school office.
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies
- Supervise, train and develop additional administrative staff as appropriate
- Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments

### **Administration**

- Manage manual and online information management systems (especially Arbor) and maintain the school website
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake work processing and complex IT-based tasks
- Provide personal, administrative and organisational support to other staff
- Oversee and organise the management of admissions procedures in line with the Priory Trust / Hampshire Council's Criteria, maintain waiting lists and allocate spaces accordingly in line with the schools' admissions policy
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Manage the induction process for new children
- Book training courses for all staff
- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Prepare, administer and submit the bi-annual School Census

### **Resources / Human Resources**

- In conjunction with the Finance Manager and leadership team – to order, monitor and manage stock, ensuring best value following the school's purchasing processes



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- Oversee and operate relevant equipment and IT packages (e.g. the school's attendance system/Arbor)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- Assist with marketing and promoting the school (via the school's website)
- Manage office expenditure with an agreed budget
- In conjunction with the school's leadership team to manage service contracts
- In conjunction with the school's leadership team to manage school licences and insurances
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available
- To generate job adverts and publicise positions vacant, filter applications and generate acceptance/rejection letters and phone calls.
- Manage the staff absence register (via Citation)
- Maintain and update the Single Central Register.
- To manage DBS checks and ensure they are updated as per recommendations

### **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Maintain an office team that delivers and meets the needs of the school
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
- To maintain confidentiality at all times.



### **Additional Responsibilities**

- Maintain the secondary role of PA to the headteacher – supporting, informing, liaising with and providing information to the school's headteacher and wider leadership team.
- Support the school leadership team to manage and organise events / the school's weekly / termly / yearly events calendar.
- Support the co-ordination of school events and to liaise with the school's PTA to achieve this aim.
- Maintain strong professional links with the school's parent body in order to facilitate an effective communication between school and home.
- To manage the school payment system including: lunches, trips and other additional financial aspects (relating to school money).

Whilst this is not an exhaustive list and other accountabilities maybe required of this role (through discussion), care must be given to ensure that there is not overlap or interference with any other non-academic roles

### **Line Management Process:**

This role will be line managed by the Headteacher, who will review the position on an annual basis and adapt the key responsibilities as required. As part of the line management process, this role is entitled to three performance management meetings throughout the academic year. The first will establish objectives / targets for personal and professional development / growth to be achieved throughout the year. The second meeting will review and update these aims; and the final meeting will conclude the overall success of the targets and provide a full review of the colleague's performance throughout the year.

In conjunction with the performance management process and the professional development targets that are established, training, coaching, guidance and professional support may be offered. The colleague who takes on this role is expected to embrace the support offered and fully engage with the line management process.