

St Wilfrid's RCVA Primary School

Job Description, Office Manager

Role Title	Typically reports to
Office Manager	The Head Teacher
Purpose of the role	
To manage the administrative and/or finance function within the school, including staff and systems	

These are the main duties and responsibilities needed to achieve the job purpose.

- Plan, develop, organise and monitor support systems, procedures and policies
- Be responsible for the management of other administrative and support staff, carrying out their annual performance review and arranging for appropriate training
- Use SIMS to prepare and complete documents and returns in relation to admissions and registration procedures and transfers to other schools
- Responsible for the day to day running of financial aspects of the school including; Raising purchase orders, the issuing and payment of invoices, receipt, counting and banking and recording of monies received, issuing of cheques.
- Manage the petty cash account and allocate petty cash monies as authorised by the Head Teacher in accordance with the Local Authorities procedure
- Responsible for the receiving of delivered goods, checking goods against delivery notes/invoices, arranging for their storage or distribution within school. Ensuring adequate stock control measures are in place for all stationery/resources.
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others
- Provide assistance to the Headteacher with arrangements for staff appointments
- Liaising with Head Teacher and Local Authority with regard to the preparation of contracts and ensuring DBS documents are completed and Single Central Record is kept up to date.
- Support the shared school business manager in the area of health and safety
- Ensure all of the schools ICT systems remain up to date including SIMS suite
- Manage and maintain accurate auditable records to monitor activity of private school account funds.
- Liaise with other staff, pupils, parents/carers and external agencies
- Develop and maintain record and information systems for both pupils and workforce
- Responsible for completion and submission of forms, returns etc., including those to outside agencies.
- Produce, and respond to, correspondence
- Manage service contracts, school licences and insurance
- Contribute to marketing and promotion of the school
- Manage lettings and the use of premises and associated income
- Arrange supply cover for absent staff

- Be the first point of contact for visitors and parents – answering queries, resolving problems and making decisions where appropriate
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- Maintain accident records as required.
- Maintenance of the School website.
- The Post holder may undertake any other duties that are commensurate with the post.
- The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction