



Bramcote Hills Primary School



Office Manager

Job Description

Title	School Office Manager
Grade	<i>Grade 5 – Points 15 -22 (£30,024 - £33,699) All Year Round 37 hours full time, ideally 8.00am to 4.00pm</i>
Reports to	<i>Head Teacher, Deputy Head Teacher, Assistant Head Teacher and Governing Body</i>
Leads and Manages	<i>School Office and Administration Team Midday Supervisor Team</i>
Key Responsibilities of the Role	<ol style="list-style-type: none"> 1. To plan and deliver administrative and other support functions, as determined by the Head Teacher, to meet current and future operational needs of the school. 2. To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling large budgets, producing complex financial reports and statements as required 3. To create, manage and manipulate information relating finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports 4. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash 5. Prepare invoices and collect fees. 6. To direct and manage team members to ensure that quality, performance, standards and deadlines are achieved 7. To undertake reviews within own area of responsibility, identifying problems or issues, making recommendations for corrective action 8. Undertake budget preparation and planning activities in support of the Head Teacher/SLT and manage allocated budgets, alerting the budget holder whilst taking any corrective action. 9. To develop systems and processes to meet operational needs and to ensure the high quality of information held 10. To lead the recruitment, selection and development of Midday Supervisors and Breakfast Club Staff 11. To provide secretarial support to a wide range of meetings including Senior Leadership Teams and Governors, service committees and support groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making 12. To resolve complex and contentious issues to ensure that effective support services are maintained 13. To provide authoritative advice and guidance to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided, including creating or adapting these where necessary to met the needs of the school

	<ol style="list-style-type: none"> 14. To determine stock policy including sourcing supplies, negotiating price, volume and qualities necessary to ensure that stock levels and resources are effectively managed to deliver best value 15. To undertake personnel administration and issues on behalf of the school 16. Maintain an assets register. 17. Liaise with auditors including the preparation and delivery of the audit 18. Prepare financial returns for the DfE 19. Complete and return on time all census data required to the DfE 20. Be responsible for the school's VAT liabilities. 21. Manage the payroll services for all school staff including the management of pension schemes and associated services 22. Seek and make use of specialist expertise in relation to HR issues. 23. Maintain confidential personnel records, including Single Central Record and manage contracts. 24. Manage sickness monitoring procedures and maintain absence records of staff. 25. To ensure that reception is always staffed from 7.45am to 4.45pm, providing cover if other staff are absent 26. within areas related to the job description 27. To attend all Finance and General Purposes Governor Committee meetings and present to governors 28. Work closely with the Site Manager to ensure the site is maintained and compliant 29. Advise the Head Teacher of financial, HR and Health & Safety law/advise changes and assist with the development of the school's policies 30. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures 31. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team 13. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school 32. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
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