

Job Description: Office Manager

Start Date:	February 2024
Responsible to:	Headteacher
Location:	St Luke's CE Primary School
Grade:	Grade 5 SCP 10-15 (£25,545 - £27,803 FTE)
Hours of work:	37 hours per week
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

Overall Purpose

- To ensure the day-to-day management in the smooth running of the offices on both school sites and the associated tasks.
- Provide efficient and confidential secretarial work and administrative support to the Headteacher and Leadership Team.
- The post holder will require knowledge of all administrative tasks including HR, Operations and Safeguarding
- To have the confidence to line manage, delegate and communicate effectively within school and with the central team.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

General Duties as HR Administrator

- To attend all HR admin drop in meetings and training that is provided by the HR central team.
- To act as a first point of contact for all recruitment processes within the school, communicating with potential applicants, the CLP central team and the Senior Leadership Team within school. Organising all Interview, Recruitment and Application packs and requesting references.
- New staff procedures, ensuring that all checks are made and personnel files are kept up-to-date, Induction paperwork etc. including producing offer letters and communicating with unsuccessful candidates.
- Maintaining and updating the Single Central Record.
- Conducting DBS checks.
- Making amendments to contracts within the HR system.
- Recording all staff absences/sickness and leave requests in relevant systems.
- Retaining all return-to-work paper for all staff and conducting return to work interviews of office staff.
- Generating occupational health referrals on the relevant system.
- To attend and contribute, where necessary, to Trust wide HR meetings and communicating relevant updates and information to others.
- Processing payroll/ staff overtime in timely manner according to payroll deadlines.

- Processing pay recommendations according to pay committee reports.
- Completing School Work Force Census (October annually).

Specific Duties as Office Manager with PA responsibilities

- Ensure the smooth running of the offices on both sites and the associated tasks.
- Undertake office duties to include, but not limited to, dealing with enquiries, word processing, filing, updating the MIS/HR folders with staff amendments.
- Line managing the office team and MDSAs, including completing their appraisals (termly)
- Provide efficient and confidential secretarial work and administrative support to the Headteacher and Leadership Team.
- Provide a support service to the Headteacher/senior management team, pertaining to correspondence, reports, appointments, agendas, minutes, policies and the composition of replies to non-contentious letters.
- Organise the Headteacher's diary, working closely with the Headteacher in planning and managing their schedule.
- Set up and maintain manual and computerised filing systems for various records.
- Monitoring the Headteacher inbox and recording complaints.
- Coordinate School Status Report, updating governor information on GIAS.
- Complete year end process and create new academic year (July).
- Arrange and organise monthly meetings with the admin staff on both sites.
- Overseeing all relevant tasks of the office administrators.
- Responsible for ensuring staffing training is completed and records and up to date.

Support the Academy through

- Complying with, promoting and acting in accordance with all academy policies – in particular the Child Protection and Safeguarding Policy, Health and Safety Policy and the School's Code of Conduct. Reporting all accidents and concerns to relevant staff in a timely manner.
- To act as the named, qualified, fire marshall for the school and office team. To undertake training as necessary.
- Maintaining consistent working relationships with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Keeping confidentiality.
- To take part in training events, as appropriate, including safeguarding.
- Developing your effectiveness through updating your knowledge and skills, and seeking and taking account of constructive feedback on your performance.
- Identifying and agreeing personal development objectives with your Line Manager.
- Making effective use of the development opportunities open to you.
- Communication with Trust staff, as appropriate.

Arrangements for Performance Management

- Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.
- The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

Whilst every effort has been made to explain the main duties and responsibilities of the Office Manager with PA responsibilities role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.

Person Specification: Office Manager

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> ▪ English and Maths to GCSE or beyond ▪ Be numerate and accurate ▪ Have excellent communication skills, both verbal and written ▪ To embark on any relevant professional development that will assist with the role 	<ul style="list-style-type: none"> ▪ Specific secretarial or qualifications in administration
Experience:	<ul style="list-style-type: none"> ▪ Minimum of 1 years' recent experience of working in a school admin role ▪ Experience of working successfully and co-operating as a member of a busy office team 	<ul style="list-style-type: none"> ▪ Experience of using HR Software ▪ Taking minutes for meetings.
Professional values:	<ul style="list-style-type: none"> ▪ Be able to establish and maintain good professional relationships with pupils, parents and colleagues ▪ Be committed to school improvement ▪ Excellent communication skills for telephone & face to face communication ▪ Ability to work effectively, responsibly and confidentially & lead the team ▪ Ability to prioritise work load and motivate others ▪ Have the ambition and drive for your own professional development ▪ Willing to undertake training as required 	
Knowledge, skills & abilities	<ul style="list-style-type: none"> ▪ Knowledge of working with databases, school management databases, in particular Arbor. ▪ Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion ▪ Be confident in the use of Excel, Word, email and database programs ▪ Promote the school's aims positively ▪ Ability to work in organised and methodical manner ▪ Ability to work as part of a team ▪ Ability to be confidential 	<ul style="list-style-type: none"> ▪ Knowledge of schools reporting systems including assessment data

- ICT and administrative skills
- Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors
- Promote a positive working environment
Be able to prioritise workloads; have excellent time management and organisational skills
- Be able to work under pressure and meet deadlines
- Produce accurate work
- Be able to use initiative

The post holder may be required to travel to other local sites, including other CLP schools.