

JENNETT'S PARK CE PRIMARY SCHOOL
JOB DESCRIPTION / PERSON SPECIFICATION

JOB DESCRIPTION: OFFICE MANAGER	
School: Jennett's Park CE Primary School	Grade/Salary Range: BG-I (SCP 6-14)
Section/Location: School Office	Working Pattern: Term-Time + 5 additional days 35 Hours per week Monday to Friday 8:30 to 16:00

JOB PURPOSE
Under the direction/instruction of the School Business Manager, to provide routine general clerical/administrative and financial support. To line manage the reception team.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE
Leads and line manages Office team

MAIN DUTIES AND RESPONSIBILITIES
• Manage admission information and liaise with relevant staff in a timely manner. • Maintain manual and computerised record/information systems, including input and collation of information for SIMS. • Maintain pupil records and filing systems in liaison with Family support worker. • Maintain accurate pupil attendance records, including first day phone calls, ensuring class teachers have entered correctly on SIMS and setting correct codes (e.g., INSET days). • Manage the collection of monies. • Initiate standard letters and forms. • Provide administrative assistance to the Headteacher, Finance Manager and other senior staff, including organise meetings and taking notes where required. • Organise arrangements for school events and manage the whole-school calendar. • Provide support to the school receptionist and undertake reception duties where necessary. • Manage the completion of the School Census. • Lead the external communications to parents via the school website and other outward platforms. • Oversee updates & distribution of the weekly newsletter. • Manage the school website as directed by the SLT team. • Assist with marketing and promotional material for the school. • Contribute to the planning and development of administrative procedures and systems. • Assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff. • Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person. • Actively support the school's equal opportunities policies. • Maintain the SCR (Single Central Record) for external staff and contractors in liaison with the School Business Manager. • Contribute to the overall aims and targets of the school, support the roles of other members of the school team, and attend relevant meetings as required. • Participate in the school's performance management framework and take part in training and development activities as required.

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- Undertake such other duties as may, from time to time, be necessary and compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

No budget responsibility

The post holder is responsible for ensuring the school child protection policy is adhered to and concerns raised in accordance with this policy.

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	• Knowledge of implementing a range of administrative/financial procedures, including use of relevant ICT packages and systems. • Knowledge and skills equivalent to national qualifications level 3	
Competence Summary (Knowledge, abilities, skills, experience)	• Experience of general administrative work in a small team setting. • Able to relate well to children and adults. Deal sensitively with parent, pupils and colleagues in person and by telephone. • Good personal communication skills. • Experience of line managing and day to day allocation of work to others. • Good understanding of and ability to use relevant equipment e.g., computer, photocopier • Able to follow administrative procedures, understand and follow instructions. • Able to work with IT based finance systems. • Able to prioritise own workload and work to competing deadlines. • Able to work on own initiative and constructively as part of team.	• SIMS Experience • Knowledge of basic first aid. • Experience of working in a school/learning environment
Work-related Personal Requirements	• Committed to equality of opportunity • Ability to maintain strict confidentiality of information received and processed as part of the job role	
Other Work Requirements	• Sympathetic to our Church School ethos and values • Participate in training and development opportunities • Suitability to work with children. • Adaptable and flexible • 'Can do' approach	• Sense of humour