

Thornton Hough Primary School



JOB DESCRIPTION – OFFICE MANAGER

Introduction

The role of the Office Manager at Thornton Hough Primary School is to provide a support service to the Headteacher and other staff, governors, parents and pupils of the school as outlined below:

- Ensure efficient day to day operation of the school office
- Ensure Financial Procedures meet Audit and statutory requirements
- Ensure pupil data is accurately administered and meets statutory requirements
- Ensure workforce data is accurately administered and meets statutory requirements

Specific Duties

General Administration

- To liaise with parents and welcome and provide hospitality to all visitors
- To deal with all queries to the school office, taking and passing on accurate messages
- To update the school website as directed
- To administer delivery and receipt of goods
- To administer school mail and other correspondence
- To contact parents when authorised by member of teaching staff
- To ensure the school's security policy is rigorously enforced
- To organise the administration of school trips and residential visits including letters, booking transport, maintaining records etc
- To organise the administration of extra curricular activities including booking using ParentPay booking system, producing termly club overview and maintaining registers
- To perform general office duties (typing, photocopying, laminating etc.)
- To demonstrate correct usage of office equipment to new staff and resolve straightforward queries
- To undertake any other duties that the Headteacher may reasonably request
- To deal with all reasonable requests to the office from staff, children and parents
- Ensure security checks of all visitors – Photo ID/DBS etc
- Ensure all GDPR regulations are adhered to

Specific Duties

Financial Procedures

- To work closely with Headteacher, Assets Committee and LMS bursar on financial policies and procedures in preparation for audit/Financial Value standards
- To administer school orders and invoices using approved financial procedures
- To meet with LMS bursar on a monthly basis to monitor school budget using tab sheets
- To manage petty cash
- To manage School Fund
- To reconcile and record all cash, cheques and money coming in on ParentPay (dinner money, milk money, school trips and events, music tuition, extra curricular activities)
- To keep a record of money in the safe on a regular basis

- To follow all financial year-end procedures in liaison with the school bursar and other school office manager

Specific Duties

Pupil Data – SIMS database and individual files

- To be responsible for the operation and update of SIMS.NET systems ensuring all pupil data is up to date and relevant people have the necessary pupil information for the Emergency Management Plan
- To administer the process for admitting new children to the school and for all children transferring to other schools
- To liaise with LA on all pupil data as and when required
- To send data returns (eg Census, pupil test results, end of Key Stage results etc) before deadline dates
- To administer and monitor school attendance data, including producing registers, inputting absence data and printing reports for staff
- To keep accurate records of term time holiday absence requests
- To produce information packs for new parents with all relevant forms for data collection
- To keep daily fire registers

Specific Duties

Personnel and Payroll

- To be responsible for the operation and update of all workforce files on SIMS.NET
- To work with the Headteacher to produce the documentation for new appointments including obtaining references, inviting for interview etc
- To administer DBS applications and renewals, verify new appointments and maintain the Single Central Register
- To be responsible for submitting contractual variations to the LA
- To use SelfServe to report staff absences and maintain a record on SIMS
- To input contractual changes on SelfServe for approval

Specific Duties

Music and Extra-Curricular Organisation

- To ensure stock take of instruments
- To organise the hiring of instruments in liaison with Edsential
- To organise the distribution of instruments to pupils
- Administration of charges to parents for music lessons
- Liaising with music teachers and other extra-curricular providers where necessary
- Producing and maintaining the music registers for music teachers and extra-curricular activities