



Eastway Primary School

Office Manager

Job Description

Department	Eastway Primary School	Division
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Designation of Post	Office Manager	Grade F	Post No
Responsible to	Operations Manager		
Immediate Subordinates	Finance Assistant, Administrative Assistant		

Job Purpose

To provide administrative and organisational services to the school under the supervision of the Operations Manager. To take responsibility for all school admissions and production of school pupil census reports.

Key Tasks

ATTENDANCE

- Attendance weekly overview and anomaly check, missing marks and weekly end of week Capita export from school MIS to the Local Authority
- Weekly attendance report - Persistent Absence tracking and monthly review
- Liaising with Headteacher and family liaison office regarding poor attendance and punctuality
- Working with Wirral LOA to monitor and support attendance
- Complete attendance data report for governors
- Report overall attendance figures for class teachers when needed
- Liaise with family support and pastoral team on families causing concern with attendance or punctuality
- Half termly minutes lost report
- Invite families in for attendance panels
- Record keeping for panels and actions
- Attend children causing concern meetings with SLT and pastoral team
- DfE data returns including weekly attendance
- Daily Covid related absence reported to Headteacher and monitoring all Covid related absence and summarising report for Headteacher and governors

MANAGEMENT INFORMATION

- Census information collecting and submit census within timeframe and with authorisation
- SEN register checked with SENCo half termly
- Oversee EYFS numbers on roll collated including funded and private sessions for census purposes
- Top up funding accurately recorded and collated for census checks
- Checking and reporting on census check anomalies, reporting to Headteacher, LA information section and DfE
- Ensure accurate records maintained for pupils on roll and regular liaison with Operations manager and HT to assist with maximisation of top-up funding recoupment
- Statutory returns to LA
- Provide Headteacher with information to report on contextual data in termly Headteacher report for Governors

- Be responsible for the maintenance of computerised databases, creating and updating records and producing reports as required. Ongoing development of the system in conjunction with the Operations Manager.
- Liaise with SLT to have an accurate record of catch up funding and recovery funding spending and children identified for targeted support to inform data return and census check alongside DHT
- Liaise with Headteacher to complete the Pupil Premium strategy report and provide accurate on roll numbers for all current free school meals and strands of pupil premium
- Liaise with PE & Sport Lead to provide accurate data on club attendance and participation figures to inform strategy impact report
- FSM checker and periodical checks and follow up with families who may be eligible

ADMISSIONS

- Oversee and organise the management of admissions procedures in line with Wirral Local Authority and SEN Code of Practice, maintain waiting lists and allocate spaces accordingly in line with the schools' admissions policy
- Update admissions information on school website
- Share primary and secondary admissions updates and deadlines with all families
- Oversee and coordinate in year transfer requests
- Ensure that enquiries adhere to the Wallasey protocol
- Update Wirral Admissions on number on roll and class sizes half termly (GIAS)
- Accuracy checks on CTFs in and out
- Transferring confidential files securely for leavers and accurate record of transfer kept
- Monitor the admission portal and prepare offer letters and starter packs, in year transfers and Reception class
- Liaise with HT and SenCo on base place admissions
- Manage and monitor the induction process for new children ensuring all consents are positively given, recorded accurately on the school's MIS, kept up to date and are able to be withdrawn at any time.

COMMUNICATIONS

- Facebook regular updates and information sharing with community and families
- Prepare and oversee all letters home after Headteacher checks
- Complete school newsletter
- Weekly update of school website for letters
- Review school diary sheet and calendar to identify upcoming events and tasks
- Oversee social media, marketing and promotional initiatives (excluding EYFS) alongside HT

PERSONNEL

- Manage recruitment paperwork, invitation to interviews and reference requests, level dependent
- Manage the administration of recruitment including advertising, collating documentation and DBS checks alongside Operations Manager as required
- Single central record updates, half termly reports and Ofsted readiness
- Oversee cover arrangement and liaise with headteacher to book supply and welcome to school
- Have an overview and manage visitors and volunteers and book meeting spaces where relevant.

- Responsible for the day-to-day operation of safeguarding processes for internal and external visitors, including induction to the school facilities and processes for visitors, contractors, volunteers and short term agency staff, along with the Office team.
- Book training courses for all staff
- Analyse Inventory system to provide report to Headteacher and governors on termly visitors on site

ADMINISTRATION

- To supervise the day to day work of the administrative function of the school office
- Work with Headteacher to prepare all Ofsted readiness paperwork
- Ensure all policies are up to date and accessible on the school website
- Updating all Wirral and School policies alongside the SLT following FGB ratification
- Support headteacher with administrative tasks
- Provide Governor packs for meetings
- Prepare headteacher packs for schools forum, primary heads chair groups, SEN panel, tribunals, cluster meetings and Wallasey Heads, if needed
- Leading weekly admin meeting and delegating tasks
- Arranging training & mentoring for admin staff
- Download Anycomms files securely and ensure information is shared with appropriate staff and filed
- Administrative support for fire drills including fire marshall responsibilities, inventory evacuation checking and grab bag maintenance
- Administrative support for health and safety audits
- Administrative support for governor visits
- Book, arrange and minute take for HR meetings within school
- Book, arrange and minute take for governors sub committees when needed
- Book, arrange and minute take for Parent Class Rep meetings
- Document actions arising from meetings attended by Management Team and self.
- Prepare, take, type and circulate minutes and record information and action points e.g. staff briefing
- Oversee all completed M13 forms and liaise with Headteacher and H&S team
- Administration of medication and be responsible for first aid and allergy registers
- Keeping up to date with training and compliance as required

OTHER

- Attend cluster meetings and disseminate information to office team and Headteacher, when taking place
- Oversee parental complaints and log all correspondence and Headteacher response in file
- Prepare confidential report on parental complaints for governors
- Supporting Headteacher with completion of school prospectus
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Manage own workload, setting priorities, managing constant and often conflicting tight targets and deadlines

- Liaise with colleagues to be kept up to date
- Support HT and Operations Manager with Holiday Activity Fund application and arrangement of holiday clubs
- Oversee all bookings and correspondence in relation to the Winter, spring and summer holiday clubs and support for families
- Set up 'Meet the Teacher meetings' for parents' evenings, including log in details and monitor system to report to teachers
- Report on numbers attending parents evenings to HT and governors
- Organise photographers in school
- Have overall oversight for the organisation of other events in school in conjunction with other staff e.g. school discos, sports day, fairs etc.
- Be responsible for the reprographic equipment in school in conjunction with the Operations Manager

GENERAL

- Operate as the first point of contact to welcome all visitors to the school including parents and other visitors
- Respond to all reception and visitor enquiries
- Support the security of the school by managing the entry system security, maintaining all pupil and visitor arrival and departure records and checking and recording DBS details as appropriate
- Respond to all telephone enquiries, take messages or direct calls and distribute information as appropriate. To ensure the main office and telephones are covered during periods of absence.
- Organise arrangements for school meetings, groups and events, including room bookings and diary management. Be responsible for hospitality arrangements for all external visitors as required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the development and review of policies for school support function.
- Be aware of and support difference and ensure equal opportunities for all.
- To treat all information relating to pupils and school matters as strictly confidential and to refer all enquiries and concerns to the Operations Manager or Head Teacher
- To be a proactive member of the school team, contributing to the overall ethos / work / aims of the school.
- Participate in training and other learning activities and performance development as required.
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Chief Officer

Date