



**Heygarth Primary School**  
**Office Manager**  
**Job Description**



**Responsible to: School Business Manager**

**Responsible for: Administration Officer**

**Job Purpose - Office Manager**

- To provide administrative support e.g. word processing, photocopying, filing, emailing, completion of routine forms, letters, administration & finance relating to school meals, school trips etc. including supporting the Headteacher and SLT.
- To have an excellent knowledge of all school office procedures to carry out all administrative or clerical duties in a timely and efficient manner ensuring all deadlines are met within the school office in order to maintain the efficient running of the school.
- Liaise with pupils, parents/carers, PTA and After School Club providers.
- Update manual and computerised records/management information systems.
- Co-ordinate all admissions to the school in accordance with the admissions policy.
- Carry out/assist with all census and workforce census returns.
- Undertake reception duties; act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
- Open, sort and distribute incoming mail and post outgoing mail.
- First point of contact for sick pupils, liaise with parents / carers / staff, maintain sickness records.
- Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
- Track pupil attendance, undertake first day calling and assist the SLT in promoting good attendance, liaising with authority and external agencies as required.
- Update the school website and ensure it is compliant.
- Moderate and post on school social media on a regular basis.
- Undertake photocopying and shredding as required, maintain supplies and report faulty machinery and equipment as necessary.
- Respond to reception, telephone and visitor enquiries.
- Manage the work of the Administration Assistant, being responsible for the overall workload of the school office.
- Has responsibility to follow the school child protection and safeguarding procedures in order to safeguard the welfare and wellbeing of pupils.

**Summary of Main Duties**

- To take messages, dealing with enquiries, responding to pupil and parent enquiries, filter telephone calls.
- To provide a secretarial and administrative service to the Headteacher and SLT and other staff and carrying out general office duties.

- To greet visitors, ensuring that they feel welcome and guided safely to the correct places.
- To provide a first point of contact and deal with any problems in the first instance to ensure that problems are dealt with effectively.
- To open and distribute post and other deliveries.
- To collect and bank monies relating to school dinners, trips and other events, as required.
- To have responsibility for a variety of school policies, under the direction of the Headteacher.
- To design, update and produce publications to provide publicity and marketing in a clear way that enhances the image of the school. This includes ensuring the school website is kept up to date and compliant by all staff.
- To be responsible for the newsletter and updating the website.
- To take minutes for meetings when required.
- To administer medicines to pupils to ensure their welfare at school following school policy.
- To phone home for children when they have a need.
- To process the paperwork for Free School Meals and ensure relevant parties are informed and updated regularly.
- To liaise with suppliers of fruit and milk regarding pupil numbers.
- To liaise with catering staff over all aspects of school meal patterns, choices, allergens etc.
- To look after children and follow school policy when their parents are late collecting them.
- To carry out administrative duties within the school involving typing, diary management and filing, dealing with telephone calls to guarantee an efficient and well-structured office system.
- To support staff in arranging, accurately pricing and all administrative and pupil aspects of trips.
- To supply information and paperwork to new and prospective parents. Inputting this onto SIMS.
- To maintain pupil records manually and electronically to ensure all pupil information is up to date and that sensitive information is secure and confidential.
- To ensure all aspects of the Data Protection Act regarding pupils is complied with by all staff.
- To provide relevant reports on a regular basis to support the school's self-review process.
- To ensure that pupil admissions to the school are smooth and compliant with regulations.
- To advise the relevant member of SLT of any issues arising regarding pupil data.
- To deal with enquiries and make the Headteacher aware as necessary. Liaise with other schools re starters/leavers.
- To manage the transfer of pupil records appropriately - including safeguarding. Pupil files and assessment files to be appropriately organised.
- To create new pupil filters in SIMS and develop the use of SIMS.

- To use effective systems to communicate information to children, staff and governors.
- To assist with the organisation and arrange any parent activities in school.
- To co-ordinate school reports.
- Support in the absence of the other administration staff.
- Monitor the consumables for the photocopiers and printers in the school and order when necessary making sure that the machines are kept running at all times.
- To replenish and ensure refreshments are provided for all meetings.
- To ensure pupils, parents & carers understand that regular school attendance and educational attainment are inextricably linked.
- To clearly communicate to parents & carers that it is their legal responsibility to ensure their children's regular and punctual attendance.
- To be the main contact for all attendance issues and chase up reasons for absence on a daily basis with guidance from the relevant colleagues
- To meet with SLT on a regular basis to review individual pupil's attendance and progress towards whole school and year group targets.
- To contribute an attendance item on every newsletter, celebrating success and reminding of expectations.
- To work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed
- To administer and monitor initiatives to improve attendance as required. For example, parenting contracts, penalty notices, first day calling, celebrations and awards etc.
- To keep accurate, up to date records of all casework.
- To produce accurate, statistical data showing trends for different groups of pupils including those eligible for Free School Meals.
- Ensure the Children Missing Education procedure is followed by the school.
- To aid the smooth integration of in-year pupil transfers under the admissions policy.
- To contribute towards developing whole school strategies to improve attendance.
- To develop and organise attendance incentive schemes, which promote and celebrate achievements for individual pupils.
- To assist the School Business Manager with any relevant duties.
- To carry out any such other duties as the Headteacher may require from time to time in line with the role.

**Responsible along with all members of the school staff for the safeguarding and welfare of all pupils.**

#### **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.

Signed: ..... Office Manager

Date: .....

Signed: ..... Headteacher

Date: .....