



Office Manager

Key Purpose

- Day to day supervision of all office staff
- Supporting Business Manager with day-to-day business operations as shown below
- Organising / prioritising planned and unplanned administrative work
- Overseeing all administrative work with regards to reception, data, financial, human resources, pastoral, attendance and curriculum

Finance

- Manage the sales and purchase ledger accounts processed by Finance Assistant – processing orders, invoices and payments
- Oversee the School Fund account
- Create payments on FMS
- Joint Administration of school electronic banking
- Support Business Manager with end of year returns / budget development
- Manage business charge card purchases on direction of the Headteacher.
- Book training or external facilities for SLT and Headteacher.
- Ensure compliance with IR35

Human Resources

- Manage HR records for new staff – create offer letters through PACT HR, update SIMs. Manage changes made on PACT HR and SIMS including leavers, maternity, changes of details etc.
- Management of Inventory System
- Manage communication with parents – telephone, letters, emails, newsletters half termly, school PING.
- Manage the school recruitment process including advertising, showing candidates around school, contacting successful candidates regarding interviews/appointments, references, lead the interview tasks, create job offer letters.
- Manage vetting procedures for new starters – right to work checks, references, qualifications etc.
- Manage the staff record on the SCR.
- Obtain references and vetting checks for volunteers
- Maintain whole school training records and book training events as required
- Maintain the Safesmart training system
- Book training or external facilities for SLT and Headteacher.

Administration

- Prepare annual administration calendar with input from SLT
- Ensure delivery of professional administration services – customer service
- Create forms as required
- Organise the Great Heights Transition Event on behalf of the Headteacher.
- Support the Headteacher with communication with staff through emails and verbal messages.
- Liaise with external organisations on behalf of the Headteacher and SLT, e.g. contractors, cluster schools, CPD facilitators, LA Officers etc.
- Provide administrative and organisational support to the Governing Body and to the Headteacher in preparation for Governing Body meetings.

- Undertake research and obtain information to inform decisions
- Analyse and evaluate data/information and produce reports/information/data as required.
- Assist with procurement and sponsorship
- To organise the Great Heights Transition Event on behalf of the Headteacher.
- To support the Headteacher with communication with staff through emails and verbal messages.
- To liaise with external organisations on behalf of the Headteacher and SLT, e.g. contractors, cluster schools, CPD facilitators, LA Officers etc.
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Monitor the renewal of policies

Data Management

- Developing and designing bespoke reports in SIMS to provide management information on pupils and staff
- Marketing, Public Relations and Events Management
- Co-ordinating any administration tasks relating to school marketing/PR activities or whole school events eg. Open Evenings, Parents Evening, Christmas events etc.
- Assist with marketing and promotion of the school

Responsibilities

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To be vigilant for signs of neglect of children and to report any suspicions of this nature to the school's Named Person.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services. The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.