

RUSSELL HALL PRIMARY SCHOOL OFFICE MANAGER JOB DESCRIPTION

POST TITLE: OFFICE MANAGER

PRIME OBJECTIVES OF THE POST:

To be responsible for undertaking administrative, financial, organisational processes as a member of the administration and organisation team.

To assist with the planning and development of support services.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Manage administration staff on a day to day basis.

Assist in their effective development and performance.

Arrange appropriate professional development and training.

Manage staff attendance in line with schools' policies and procedures.

To take delegated responsibility in the supervision of students on work experience, trainees, and voluntary helpers with whom the post holder is working.

SUPERVISION AND GUIDANCE:

To work under the guidance of the Headteacher.

RANGE OF DECISION MAKING:

To make decisions using initiative where appropriate within established working practices and procedures. To interpret guidelines from other staff on the preparation of documents and materials.

The post holder will be expected to use good common sense and initiative in all matters relating to:

- The health, safety, behaviour and well-being of pupils.
- The correct use and care of materials and equipment by pupils.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the school, its pupils, parents and carers.

Responsible for the management, accounting and banking of cash and support the management of substantial budgets delegated to the school, if required.

Responsible for the safe keeping of office equipment, computer hardware and software and backing up computerised data and ensuring the requirements for GDPR are met.

CONTACTS:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Care, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

RANGE OF DUTIES:

ORGANISATION

Deal with complex reception/visitor etc. matters
Contribute to the planning, development and organisation of support service systems/procedures/policies
Manage Admin staff timetables to ensure timely delivery of support service to school and other organisations
To manage and ensure smooth running of the school's reception, postal, telephones, stationery and hospitality facilities

ADMINISTRATION

Provide personal, administrative and organisational support to other staff, including SLT.
Manage manual and computerised record/information systems
Undertake typing and word-processing and complex IT based tasks
Undertake administration of complex procedures
Analyse and evaluate data/information and produce reports/information/data as required
Provide reports to the Governing Body
Complete and submit complex forms, returns etc., including those to outside agencies e.g. DFE.
Administer parent pay and texting service.

RESOURCES

Operate relevant equipment/complex ICT packages
Monitor and manage stock within an agreed budget, cataloguing resources and
Manage the administration of uniform vouchers.
Provide advice and guidance to staff, pupils and others
Manage administration of facilities including use of school premises
Undertake research and obtain information to inform decisions
Assist with procurement and sponsorship
Assist with marketing and promotion of the school
Undertake complex financial administration procedures if required
Assist with the planning, monitoring and evaluation of budget
To contribute to the management of school premises and facilities.
Manage expenditure within an agreed budget

RESPONSIBILITIES

Be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the School's Designated Safeguarding Lead or Named Person
Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, 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
Establish constructive relationships and communicate with other agencies/professionals
Attend and participate in regular meetings
Participate in training and other learning activities and performance development as required
Recognise own strengths and areas of expertise and use these to advise and support others

RUSSELL HALL PRIMARY SCHOOL PERSONNEL SPECIFICATION

Post Title: OFFICE MANAGER

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a School office • Experience of working as part of a team. • Experience of development, management and operation of administrative systems and ICT packages. • Clerical / administrative / financial experience. • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level. 	<ul style="list-style-type: none"> • Experience of working in a school with pupils of relevant age. 	Application form & Selection process
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ 3 in relevant discipline or equivalent qualification or experience. • GCSE English and Maths Grade C or equivalent e.g. Adult Literacy/Numeracy at level 2. 	<ul style="list-style-type: none"> • Qualifications relating to post e.g. practical skills, first aid. 	Application form & Selection process. Certificates.
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities. • Relevant ICT training e.g. CLAIT • Evidence of previous personal development. • Trained or willingness to train in child protection. • Trained or willingness to train in health and safety, including risk assessment. • Team Teach 		Application form & Selection process
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • An understanding of the needs of a multicultural society. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation e.g. GDPR. • Knowledge of Health and Safety requirements. • Knowledge of clerical and administrative procedures. • Effective use of ICT packages. 	<ul style="list-style-type: none"> • Knowledge of school procedures. 	Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EQUALITY	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices. 		Selection process
DISPOSITION - ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults. • Ability to work constructively as part of a team. • Ability to remain calm under pressure. • Demonstrate good co-operative, interpersonal and listening skills. • Demonstrate a commitment to working with children of the relevant age. • Ability to understand administrative roles and responsibilities and your own position within these. • Good sense of humour. • Flexibility and willingness to accept change. • Willingness to share knowledge, expertise and experience. • Ability to prioritise conflicting demands and pressures. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to work proactively and independently. • Approachable, courteous and able to present a positive image of the school to callers and visitors. • Maintain confidentiality in matters relating to the school, its pupils, parents and carers. 		Selection process
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Full working knowledge of SIMS, FMS and Microsoft Office • Very good numeracy/literacy skills. • Ability to use other relevant equipment / technology. • Ability to use ICT effectively in relation to the post. • Good organisational skills. • In line with the Immigration Act 2016, you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. 		Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • Will not require holiday leave during term time. • Willing to provide office cover in holidays if required. • Must be legally entitled to work in the UK (Immigration, Asylum and Nationality Act 2006). • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (enhanced DBS check required). 	<ul style="list-style-type: none"> • If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use) 	<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>
PHYSICAL/SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010. • Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties. 		<p>Selection process.</p>

Privacy Notice (How we use school workforce information)

Data Protection Legislation

In accordance with UK data protection law individuals have the right to know what personal data we hold about them, and for what purpose.

This Privacy Notice explains how we collect, use, store and share personal data about members of staff. In data protection law, these activities are called data processing.

The categories of school workforce information that we collect, process, hold and share include (not exhaustive):

- Personal information (such as name, employee or teacher number, national insurance number, home address, personal telephone contact details and next of kin/emergency contact)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Relevant medical and disability information
- Contract information (such as start dates, hours worked, post, roles, salary and pension information)
- Work absence information (such as number of absences and reasons such as sickness and maternity, adoption and paternity leave)
- Qualifications (and, where relevant, subjects taught)
- Discipline, grievance, performance management, monitoring of teaching standards and absence management information
- Evidence of the right to work in the UK
- Signing in/out register
- Images on CCTV
- Involvement in school trips.

Why we collect and use this information

We use school workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- To meet the requirements of the Keeping Children Safe in Education regulations and safeguarding our pupils
- To contact staff and other nominated persons in the event of an emergency or unforeseen urgent circumstance.
- To enable school to provide access to school systems – e.g. SIMS and educational tools
- Defense of legal claims
- To comply with the Department for Education regulations
- To plan and monitor expenditure on staff salaries within the school's budget
- To comply with legislation in relation to data sharing

The lawful basis on which we process this information

School collects and processes this information under the powers given to schools and local authorities for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for the performance of an employment contract with the data subject or to take steps to enter into a contract
- Processing is necessary in order to comply with the law
- Processing is necessary to protect the vital interests of a data subject or another person
- Processing is necessary for carrying out our obligations under employment, social security or social protection law, or a collective agreement.
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems

An example of a legal obligation for data collection purposes (Departmental Censuses) is the Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

In the rare circumstances that we cannot rely on a specified legal basis to process your information, we will obtain your explicit consent before doing so.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold our school workforce data in line with the Information Records Management Society. <http://irms.org.uk>.

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- The school's insurance company
- Payroll and personnel administration service
- Human Resources service
- Our text messenger service
- Other software providers, so that you can carry out your duties, for example CPOMS, Evolve etc. local authority staff development platform (Leeds For Learning/Skills for Bradford)

We will share your information with third parties with whom the school enters into a contract for the delivery of services such as payroll and occupational health.

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the

law and our policies allow us to do so.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested; and
- The arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, in the first instance contact the **Headteacher or the data protection lead in school. Alternatively, you can contact the Data Protection Officer.**

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing

- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take complaints about our processing of personal data very seriously. If you believe our processing of your personal data or that of your child is unfair, misleading or inappropriate or have any other concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/> telephone 0303 123 1113, or write to: ICO, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Contact us

If you would like to discuss anything in this privacy notice, please contact:

Richard Lewis-Ogden – Data Protection Officer

Email: dataprotection@carrmanor.org.uk