



**ST JOSEPH'S CATHOLIC
PRIMARY SCHOOL**

Head: Alison Setter

Park Avenue, Bridgwater,
Somerset TA6 7EE

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Job Description

Job Title: School Office Manager

Salary Range: Grade SCP 9-12

Hours: 25 hours per week, permanent, part time term time plus 2 weeks

Responsible to: Head Teacher

Job Purpose:

- Represent the School and the Dunstan Catholic Educational Trust (DCET), provide high level administrative support to the head
- Offer exemplary customer care, be highly personable face-to-face, on the phone and in written communication and act as the access point for the school.
- Contribute to and support the overall aims and ethos of the Trust.
- Deal with highly confidential and sensitive issues.

Duties and Accountabilities:

- To line manage and organise the administrative and site staff in the school and to ensure the smooth and effective running of the school office.
- To ensure that all members of the office staff present a positive image of the school to all staff, parents and visitors to the school.
- To oversee the school MIS and ensure that data held for pupils and staff on site is current and accurate at all times.
- To provide accurate financial, personnel and site information to the Trust's Central Team to inform management decisions at both School and Trust level.
- To maintain confidentiality at all times.

School Administration:

- To ensure all visitor checks and health and safety processes are in place to monitor entry in and out of the school site.
- To ensure all pupils and staff accidents are recorded and notified correctly, ensuring parents are communicated with where necessary in line with policies and procedures.
- To ensure the role relevant aspects of the school website and social media are up to date.
- To ensure the hot meals ordering and payment system is administered successfully.
- To oversee the administration of all pupil related tasks, including registers, admission and appeal, CTF file transfers, FSM, exclusion letters, holiday requests and School Census returns.
- To ensure the accurate collection and recording of all pupil data in MIS.

Governance:

- To ensure reports are available for the Local Governing Committee as required.
- To ensure that all policies are up to date and posted on the school website.

HR and Payroll:

- To support the central team and be the first point of contact for Payroll and HR
- To seek advice from the Trust HR provider on any employment queries and inform the head of the advice.
- To support the Trust Central Team with the school's recruitment process, ensuring arrangements for interviews/school visits are managed



- To provide induction and information for new staff as and when required
- To maintain the school Single Central Record (SCR) and undertake regular checks to ensure the information is up to date and relevant.
- To support the Trust Central Team with the completion and submission of the Workforce Census Return.
- To record staff absence into the MIS and Payroll provider.
- To be responsible for staff personnel folders
- To collate and forward to the payroll provider all monthly payroll paperwork in line with the deadlines and with regard to confidentiality at all times.

Finance:

- Complete monthly finance checklist.
- Raise orders, receive orders and add the invoices onto the Trust financial system.
- Manage and process credit card and staff expenses monthly.
- Bank all income promptly.
- Cost out trips and monitor the income and expenditure.
- Oversee and monitor school debt e.g. school dinners, clubs and trips.
- Liaise with the Trust Central Team to raise any sales invoices i.e. lettings income.
- Support the Trust Central Team with timely submission of any paperwork required for the monthly management accounts and the annual audit process.
- Obtain quotes in line with the finance policy.

Premises:

- To liaise with site staff and Trust Central Team regarding an onsite work.
- Organise the compliance and maintenance activities, liaising with the site manager/caretaker.
- To co-ordinate routine maintenance tasks to ensure site safety at all times.
- To ensure health and safety records are up to date and accurate on the Trust Health and Safety platform.
- To act as the first point of contact for all school premises concerns, liaise with site staff and Trust Central Team to ensure work is completed satisfactorily and in a timely manner.

Safeguarding and Safer Recruitment:

- Promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- To be aware and follow the school's child protection policy ensuring all children are safeguarded.
- Ensure that all the Trust safer recruitment and selection practices are carried out.

The post holder must

- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Safeguarding and Child Protection Policy and all other Trust Policies.
- Comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

This job description is subject to regular review which can be initiated by either the post holder, the head or the Trust and which in any case will be reviewed annually.



Person Specification for the Post of School Office Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Appropriate academic qualifications to at least GCSE standard and the ability to demonstrate literacy and numerical competency through proven experience • Competence in IT 	<ul style="list-style-type: none"> • A level or equivalent in Business Management
Professional Development	<ul style="list-style-type: none"> • Self-motivated and committed to self-development 	<ul style="list-style-type: none"> • Safer Recruitment training • Safeguarding training • Fire training • Health and Safety training
Experience and knowledge	<ul style="list-style-type: none"> • Proficient in the use of word processing, spreadsheet and database packages and presentational software i.e. PowerPoint, Publisher • Proficient in the use of e-mail and the internet • Able to undertake basic financial duties such as credit card/income recording and trip monitoring • Recent experience of working in a busy office environment • Some supervisory or managerial experience 	<ul style="list-style-type: none"> • Knowledge or an interest in developing knowledge of school finance and HR procedures • Experience of working in a school environment • Knowledge of MIS and financial software • Knowledge/oversight of recruitment processes
Skills and abilities	<ul style="list-style-type: none"> • Excellent written and oral communication skills • High level ICT skills and high level of attention to detail • Excellent interpersonal skills • Calm and adaptable with an ability to work within a flexible and busy environment • Excellent organisational, prioritisation and time management skills • Ability to anticipate and problem solve • High levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information. 	
Personal	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • An enthusiastic and effective team player • Ability to motivate others and maintain positive professional relationships 	<ul style="list-style-type: none"> • Enthusiasm towards learning and supporting the development of the business.



	<ul style="list-style-type: none">• Be able to maintain confidentiality• Be punctual, reliable and trustworthy• Be able to demonstrate enthusiasm, be responsive to change and retain a sense of humour• Smart professional appearance• Willingness to be flexible with working hours to respond to the needs of the school and the Trust	
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