



# **Beckmead College**

## **Office Manager**

### **Job Description and Person Specification**

**May 2024**

## Job Description

<b>Job Title</b>	Office Manager
<b>Grade</b>	
<b>Reports to</b>	Headteacher and Central Team
<b>Liaison with</b>	Headteacher, SLT, Other Staff, Visitors, External Agencies, Parents, Pupils, ECC Staff, Governors
<b>Responsible for</b>	Administrative Support Staff Smooth running of all administration for the school
<b>Purpose of Job</b>	<ul style="list-style-type: none"><li>• To be responsible for the management of the administrative support function, ensuring the provision of an effective and efficient service. To be responsible for office personnel matters and office staff development in liaison with the Headteacher.</li></ul>

## Duties

- To have overall responsibility for all work undertaken by the administrative support staff and to allocate and monitor workloads
  - To be responsible for the identification (where appropriate) and allocation to admin staff of new tasks
- To assist in the appointment of administrative staff liaising with the appropriate senior management
- To be responsible for ensuring that all aspects of recruitment for office support staff are carried out in accordance with good practice including placing advertisements, taking up references, interviewing arrangements and paperwork for successful candidates, including all pre-employment checks.
- To be responsible for maintaining the Single Central Record (SCR), ensuring that the information on the SCR is accurate and up to date and complies with current statutory guidance.
- To be responsible for the training for all new office support staff
- To act as confidential secretary to the Headteacher
- To take responsibility for ensuring that the Bursar/Finance Officer receives the information they require regarding staff appointments
- To be responsible for ensuring that all pupil and payment records are securely stored and that access is restricted to authorised personnel
- To ensure that all files and records of pupils are correct and up-to-date
  - To ensure that Arbor pupil records are kept up to date, new pupils added to system and leavers removed at the appropriate time. Liaise with Planning and admissions department to identify places in school.
- To manage the admission process in liaison with the headteacher, ensuring all new pupils are admitted correctly according to the admission criteria.
- Manage the pupil daily registration process. Check online registers and follow up absences. Liaise with Headteacher regarding termly reports & letters to parents.
- To manage Year 6 leavers, liaise with secondary school and ensure all pupil records and CTF files are forwarded appropriately.

- To complete the school census each term in accordance with regulations – ensuring funding opportunities are identified correctly.
- To undertake appraisal for identified members of support staff and to ensure an effective appraisal system is operated for all members of the administrative support staff
- To initiate and keep under review, the personal development plans of all staff and submit recommendations to the Bursar/Senior Manager on staff development and training needs
- To be responsible for logging of typing in the Main Office
- To be responsible for the office email account. Check regularly and forward emails as appropriate to other staff members. Ensure emails are dealt with and responded to promptly. Use attachments and scanned documents appropriately.
- To be responsible for the DBS procedure with regard to voluntary helpers in school – complete online applications and verification as necessary.
- Ensure all volunteers in school have suitable DBS clearance
- To plan and monitor the work of the office. To anticipate termly demands and plan accordingly. To ensure adequate office cover during staff sickness
- To liaise with the Headteacher with regard to supply cover for teaching/LSA arising from staff sickness and training courses.
- To ensure an effective file management system including one for word-processing packages on the administration computer system including the transfer of redundant files to disk and to maintain a log of files so retained
- To produce a database of standard letters, forms etc using standardised school format. To ensure office staff use standard documentation as appropriate
- To take particular responsibility for dealing with complex enquiries or difficult visitors/callers referred from Reception as required
- To undertake other administrative and typing duties as may be required in the main office and for the

Headteacher.

- Liaise with SENCO and Learning Mentor to identify pupils who qualify for FSM & Pupil premium, to ensure school received the appropriate funding

	<p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities in accordance with the role, for health and safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> </ul> <p>The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</p>
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**PERSON SPECIFICATION**  
**Office Manager**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience of administrative work in a busy school environment Educated to NVQ Level 4 or equivalent Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications
<b>Communication</b>	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults

	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information

<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively

<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others