


Job Description		
Office Manager (job share) NJC Grade 4 (point 8 to 14 depending on experience)	Willoughby Primary School	
Job Purpose The provision of a comprehensive range of clerical, administrative and financial support to the school.		
Key Responsibilities <ol style="list-style-type: none">1. To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling large budgets, producing complex financial reports and statements as required2. To supervise administrative support colleagues including coordination of activity and monitoring outputs3. To create, manage and manipulate information relating finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports4. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash5. To develop systems and processes to meet operational needs and to ensure the high quality of information held6. Take responsibility for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters7. To provide secretarial support to a wide range of meetings including the Head Teacher and Governors, committees and support groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making8. To provide authoritative advice and guidance to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries		Key Accountabilities

<p>9. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures</p> <p>10. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team</p> <p>11. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school</p>	
<p>The post holder will perform any other duty or task that is appropriate for the role described.</p>	

<i>Person Specification</i>	
<p><i>Education and Knowledge</i></p> <p>1. A good standard of secondary education to GCSE level or equivalent.</p> <p>2. A good standard of literacy and numeracy.</p>	<p><i>Personal skills and general competencies</i></p>
<p><i>Experience</i></p> <p>1. Carrying out a wide range complex administrative duties.</p> <p>2. Supporting others through training and mentoring.</p> <p>3. Interpreting written instructions/manuals to carry out processes and procedures without regular supervision.</p> <p>4. Working with a variety of IT systems including word processing, spreadsheet and database operation.</p> <p>5. Dealing with confidential and sensitive information in accordance with data protection principles.</p> <p>6. Handling, processing and reconciling cash, cheques, invoices or equivalent.</p>	