



Full Job Description – Office Manager at St. Luke's C of E (Aided) Primary School

The school Office Manager is responsible for creating a positive impression and experience of the school as one of the first points of contact for parents/carers and visitors.

The Office Manager is also responsible for administrative, financial and organisational processes within the school, maintaining confidentiality at all times.

Duties and responsibilities

Organisation

- To undertake reception duties to include promptly, calmly and effectively dealing with telephone calls and visitors to the school
- Welcoming all visitors to the school ensuring compliance with safeguarding requirements regarding visitor's signing in system, inductions, fire alarms and facilities
- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Assist in the organisation of school trips and clubs in cooperation with other staff.
- Assist with organising parent's evenings and other meetings and events.
- Ensure that the office presents, at all times, a positive, professional and welcoming image of the school for all visitors and parents.
- Ensure all visitor checks and processes are in place.

Administration

- Manage manual and computerised record/information systems
- Experience/knowledge of FMS and SIMS is desirable
- Processing registers and school lunches on a daily basis
- Creating new payment plans for clubs, trips, and school lunches using ParentMail cashless system
- Credit control, ensuring all payment requests are actioned by parents/carers
- Generate reports/information/data as required
- Provide personal, administrative and organisational support to other staff and the governing body
- Oversee and organise the management of admissions procedures in line with Nottinghamshire County Council and the school's admission policy
- Manage the school's central admin email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member(s) as necessary
- Support the induction process for new pupils
- Book staff onto requested training courses
- Administer and manage medications in school, including individual health care plans, recording and communicating any allergies to staff and school kitchen
- Administer first aid as required



Resource management

- Order, monitor and manage stock, ensuring best value
- Provide advice and guidance to staff, pupils and others on administration systems
- Manage financial administration procedures and maintain appropriate records to satisfy audits
- Produce purchase orders, process invoices, cheque runs, monthly VAT submittal and other budget reports
- Work with Nottinghamshire County Council Finance to produce and reforecast annual budget
- Assist with the organisation of premises repairs under the direction of the Head Teacher

Compliance

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.

The school Office Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Experience required

- Working in an office environment at senior level (desirable)
- Organising, leading and motivating other staff (desirable)
- Developing, managing and operating clerical/administrative/financial and organisational systems (essential)
- Working with children or young people (desirable)
- Experience/knowledge of FMS, SIMS and ParentMail (desirable)

Skills and Knowledge required

- Excellent attention to detail (essential)
- Ability to plan, organise and prioritise (essential)
- Excellent literacy and numeracy skills (essential)
- Competent use of IT packages including word processing, spreadsheets (essential)
- Knowledge/experience using school MIS systems (desirable)
- Knowledge of school admissions and transfers (desirable)
- Understanding of data protection and confidentiality (essential)
- Understanding of safeguarding (essential)