



## ST. CUTHBERT'S CATHOLIC PRIMARY SCHOOL

### JOB DESCRIPTION

Job Title: Office Manager

Grade: Scale 5 SCP 7-12

*£18,350.47 - £19,876.09) + a temporary honoraria to take pay to the equivalent of SCP 17 (£21,560.94). The temporary honoraria is in place pending the outcome of a pay review and is therefore subject to change/removal.*

Hours: 30 hours per week across 4 days + 5 INSET days (The successful candidate will be expected to work on a Friday, however the other days are flexible and this can be discussed with the successful candidate).

Job Location: St Cuthbert's Catholic Primary School

Responsible to: Headteacher

#### **Purpose of Job:**

- To support the Headteacher by co-ordinating and implementing a comprehensive range of administrative systems and procedures to meet school and trust requirements
- Liaise with all stakeholders, including central services and Governors

#### **Main Duties:**

##### *Financial*

- To contribute to the trust's internal and external audit regime by adherence to the trust finance policy and procedures.
- To support the Headteacher in monitoring expenditure and advising of under/overspending whilst providing options for varying expenditure, in liaison with the central finance team.
- To be responsible for the ordering and processing of goods and services provided to the school.
- To undertake the preparation of invoices for processing by the central team
- Handling any insurance claims that arise, e.g. staff absence

##### *Personnel and Staffing*

- To be responsible for general personnel matters including employment clearances for new staff and the upkeep and maintenance of the Single Central Record.
- To maintain confidential staff records and ensure that staff records held in school by others are kept confidential
- To maintain HR records regarding staff absences and provide the Headteachers with a monthly/termly report
- To effectively operate documentation in relation to payroll and other personnel systems
- To produce and issue Contracts of Employment and all other associated HR paperwork
- Complete and submit all monthly, termly and annual returns
- With the relevant training, be a First Aider for staff and children
- With relevant training manage and distribute medications within school
- Support the Headteacher in managing staff absences – e.g. booking supply

### *Whole School Administration*

- To provide general administrative support and reception service to ensure an effective and efficient service is provided.
- To ensure all visitors are welcome to our school and that they comply with the school's safeguarding procedures.
- To act as first point of contact for general parent, pupil, teachers and external bodies enquires both in person and via the telephone, to ensure an ongoing provision of a high quality service.
- To check daily the school's email account and to deal with or pass on any queries arising from any emails received by school.
- To produce and process routine school documentation and letters to parents
- To provide admin support in organising school trips, events and meetings and updating office systems and diaries.
- To be responsible for the systems and general management of the school's administrative systems including Arbor, ParentPay and those specific to the Trust, ensuring accuracy and confidentiality at all times
- To manage the production of all statistics and return information (e.g. Census) to the DfE, LA, Diocese, BCCET and other agencies within statutory deadlines
- To maintain pupil records
- To maintain the school website in line with DfE/trust requirements
- Administration of internal and external breakfast and after school clubs
- Analysing and evaluating data/information and producing reports, information/data as required. This may include difficult and sensitive information.
- Support the Headteacher in the positive marketing of the school in liaison with the central team, including utilization of social media platforms where required
- Such other responsibilities allocated which are appropriate to the grade of the post.

### *Premises*

- Work alongside the Site Supervisor to oversee the overall management and maintenance of the buildings, facilities, grounds and fabric and of the school in liaison with the Trust Estates Manager
- To oversee the lettings of the school premises to outside agencies in line with the school/trust lettings policy and guidelines.
- Work with the Site Supervisor to prepare work specifications to present to the Trust for building improvements
- Through regular contact with the Site Supervisor ensure the proper maintenance and repairs of the school is carried out and progress monitored, supported by the Trust Estates Manager
- Support the Headteacher in developing projects within the school
- To be responsible to the Headteacher for the security, maintenance, heating, cleaning and other general site services within the premises, supported by the Trust Estate Manager
- To deal with all external agencies, delivering services to the school, supported by the Trust Estates Manager and finance team where required.

### *General Requirements*

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school and the wider trust.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the trust.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school/Trust.

The post holder must carry out their duties with full regard to the Trust's Code of Conduct, Safeguarding Policy and all other Trust Policies.