



JOB DESCRIPTION

POST TITLE	Office Manager
REPORTING TO	Headteacher/School Business Manager
JOB PURPOSE	
<p>To manage the Front Office function of the school, liaising with the school community and visitors.</p> <p>To respond to and resolve enquiries, including signposting parents and visitors to appropriate staff members.</p> <p>To manage administrative and organisational processes within the school.</p> <p>To ensure that school data and records are up-to-date, regularly checked and held securely.</p>	
KEY RESPONSIBILITIES AND DUTIES	
<p>Offer a helpful, approachable and professional Front Office service at all times, taking appropriate action on own initiative, resolving minor matters and referring other matters to an appropriate member of staff.</p> <p>Ensure all visitor checks and health and safety processes are in place to monitor entry in and out of the building, including managing the single central record for visitors and volunteers.</p> <p>Maintain accurate manual and computerised record/information systems (SIMS), including records of children requiring Free School Meals (FSMs) and school census preparation.</p>	

Daily management of attendance and overseeing completion of daily registers. Preparation of paperwork to support the promotion of good attendance.

Manage the school meals ordering function, liaising with the School Kitchen and School Staff.

Ensure School financial procedures are followed at all times in the collection, recording and banking of cash.

Manage and maintain the school payment system and cash receipting to ensure that communication to parents is available and up-to-date at all times, including PTA expenditure and income.

Order, monitor and manage basic school stocks and obtain best value. Input purchase requisitions and goods received notes on to the School's financial system.

Provide administrative support for the Pupil Admissions process, including in-year admissions, new Reception and Nursery admissions and Secondary School Offers.

Assist in the communication, organisation and administration of any school activities/event, educational visits and before/after school clubs.

Maintain efficient office systems to ensure messages, mail and information are produced/communicated efficiently and effectively.

Book training courses and maintain an up-to-date school training records.

Ensure the school has accurate and efficient data retention systems in place, in accordance with School Policies.

GENERAL EMPLOYEE RESPONSIBILITIES

All postholders are required to:-

Be supportive of the Catholic Vision of Education.

Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place.

Read, uphold and promote the safety and wellbeing of pupils as set out in the School's Safeguarding policies.

Promote high standards of personal professional conduct in accordance with the Staff Code of Conduct.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure equal opportunities for all.

Contribute to the overall vision and values of the School.

Appreciate and support the role of other professionals.

Work effectively as part of a team.

Attend relevant meetings as required.

Participate in training and other learning activities and performance development as required.

Treat all users of the school with courtesy and consideration

Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

Be proactive in seeking appropriate advice and guidance when required.