

## Job Description – Office Manager



Deal with complex reception/visitor etc. matters

Contribute to the planning, development and organisation of support service systems/procedures/policies

Supervise, train and develop staff as appropriate

Manage manual and computerised records and information systems

Analyse and evaluate data/information and produce reports/information

Undertake typing and word-processing and IT based tasks

Undertake administration of complex procedures

Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES.

Undertake the administration of Payroll systems using Agresso

Operate relevant equipment/complex ICT packages

Monitor and manage stock within an agreed budget

Undertake complex financial administration procedures

Assist with the monitoring of the budget.

Manage expenditure within an agreed budget

Comply with and assist with the development of policies and procedures

Establish constructive relationships and communicate with other agencies/professionals

Attend and participate in required meetings and any other reasonable duties as required by the Headteacher

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

Recognise own strengths and areas of expertise and use these to advise and support others, with specific reference to office/administration staff

Signed .....Date ..... Office Manager

Signed ..... Date ..... Headteacher

## Personal Specification

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education/Qualifications	Qualifications in Administrative skills to NVQ Level 3 or 4	BTEC Certificate in Business and Finance	Certificates
Experience & Knowledge	<p>Good ability to use MS computer software e.g. Word, Excel and Outlook</p> <p>At least two years experience of maintaining office administration systems - SIMS and FMS6 including filing and organising confidential record</p> <p>Demonstrate understanding of Financial and HR procedure and relevant monitoring systems</p> <p>Demonstrate good standard of Literacy and Numeracy and the ability to communicate clearly and accurately in spoken and written English in their current role</p>	Working within a school office and manning a Reception area	Interview/application form

	<p>Excellent communication skills both verbal and written</p> <p>To demonstrate an ability to prioritise workload and work in a flexible way to complete all administration tasks as and when required</p> <p>High level of accuracy</p> <p>Ability to work within a team and on own initiative</p> <p>To demonstrate sensitivity and understanding of the needs of parents and children</p>		
<p>Interests and motivation relevant to the job</p>	<p>To undertake relevant training</p> <p>Must be highly motivated and enthusiastic with flexible and supportive approach</p>		<p>Interview</p>