

## BEDFORD BOROUGH COUNCIL

### JOB DESCRIPTION



<b>JOB TITLE:</b>	<b>Office Manager – Full Time, term time plus training days and 2 weeks throughout the holidays.</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher</b>
<b>RESPONSIBLE FOR:</b>	<b>Administrative and clerical staff</b>
<b>JOB PURPOSE:</b>	<b>To manage the administrative functions within the school, to provide an efficient support service to the Headteacher and teaching staff across two sites.</b>

#### **Main duties and responsibilities:**

1. To manage the office team across both sites and to organise and supervise their work and conduct regular appraisals.
2. To be the first point of contact for parents, carers and visitors. To welcome all parents, carers and visitors to our school in a polite, courteous and professional manner
3. To be accountable for the school's communication systems and secretarial support: letters, telephone, text messaging, e-mail, secure message systems and the website; making, taking, forwarding calls and messages, as appropriate, and keep the school's electronic diary up to date.
4. To be responsible for the personnel administrative functions in relation to new appointments, leavers and changes to contracts, liaising as necessary with personnel and payroll providers and ensuring that appropriate pre-employment checks and inductions are undertaken and accurate records are kept (e.g DBS/Single Central Record). To keep up to date staff sickness and absence records.
5. To work in liaison with Finance in regards to HR and payroll.
6. To ensure the OFSTED checklist is regularly reviewed.
7. To liaise with external visitors and volunteers and ensure that they are suitably checked and accurate records kept.
8. To be responsible for the booking of staff training and to keep an accurate record.
9. Ensure that first aid and Safeguarding training is up to date and staff are able to administer medicines as and when required, recording and keeping an accurate log.
10. To ensure arrangements for monitoring and tracking of pupil attendance and regular meetings with the Education Welfare Officer and to prepare regular reports for the Headteacher.
11. To oversee tasks relating to new admissions and the transfer of leavers and the maintenance of pupil records.
12. To be responsible for the development and maintenance of the school's management information systems, including those on personnel, finance and pupil information; ensuring that effective administrative systems are in operation throughout the school.
13. To inform and arrange as required the provision of cover for absent staff under the direction of the Headteacher.

14. To ensure that all monies are passed to the Finance Manager in accordance with procedures and are banked in a timely fashion.
15. To oversee administration in respect of educational visits, in liaison with the Educational Visits Organiser, including liaising with staff, writing to parents and collecting money.
16. To ensure and oversee that the school prospectus, website and social media platforms are kept up to date and with the Headteacher, promote our school through a variety of channels.
17. To prepare papers for, convene and organise the recording of meetings for the Headteacher and Senior Leadership team.
18. To oversee the administration of Free School Meals.
19. To provide training on SIMS to office staff in relation to data entry to ensure consistency across both sites.
20. Prepare and ensure office procedures are followed in the event of a fire evacuation, ensuring all evacuation logs and records are transported to the fire evacuation point.
21. To ensure the school's Riddor – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are followed.
22. Ensure the school offices are kept tidy and well presented at all times.
23. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
24. To provide cover for administration staff when required.
25. To ensure we are GDPR compliant.
26. To undertake any other duties of a similar level and responsibility as may be required.