

## George Tomlinson Primary School

### JOB DESCRIPTION: OFFICE MANAGER WITH HR DUTIES.

*Terms of Employment: Full Time - 36 Hours / 52.14 weeks*

*Grader Range: Spine 29-34*

*Salary Range: £27,801 - £31,998 FTE*

*Salary Scale dependent on candidate experience and qualifications.*

*Responsible to: School Business Manager.*

*Responsible for: Attendance and Welfare Officer, Receptionist and Admissions Officer and Events and Reprographics Officer.*

---

#### **Core Duties and Responsibilities:**

- *To provide an efficient and confidential secretarial service to the Headteacher.*
- *To provide support and assistance to the School Business Manager in relation to all HR matters.*
- *To be responsible for the input of Census, School workforce Census and Headcount are submitted in a timely manner.*

#### **Key External Contacts**

- *Parents/Carers.*
- *IT Support ( SBS)*
- *Local Authority.*

#### **Key Internal Contacts**

- *Pupils*
- *SLT.*
- *Staff*
- *Governors.*

## **Major Tasks, Duties and Responsibilities**

### **1 Office Manager Duties**

- *To manager all office staff ensuring the service given is of the highest standard.*
- *To oversee the attendance of the school.  
To oversee the admissions of the school.*
- *To oversee the events and reprographics of the school.*
- *To attend and take minutes of any other meetings as requested by the Headteacher.*
- *To ensure all correspondences for Governors meeting are distributed in a timely manner and the meeting room and hospitality is in place for all meetings.*
- *To act as a first point of contact for visitors, staff and students who have a meeting with or wish to speak to the Headteacher.*
- *To arrange hospitality and refreshments for Headteachers visitors, meetings as requested. This duty will also include being the designated budget holder for hospitality.*
- *Ensure all communication between school and parent / carers is addressed in a professional manner through letters/ telephone calls and texts.*
- *Ensure letters to parents/ carers are of a high standard and sent out in a timely manner.*
- *To help coordinate through the Events and Reprographics Officer School evening's, open days and all other events liaising with staff members and offer an advisory service to ensure all events in school maintain a consistently high standard.*
- *To liaise, with tact and diplomacy with other school staff and others outside the school, particularly parents, and representatives of the LA and the local community generally.*
- *To produce and distribute the weekly school bulletin/ newsletter in conjunction with the Headteacher or the designated member of SLT.*
- *Undertake the management of the school website ensuring data is correct and up to date.*
- *Assistant the Events and Reprographics Officer with Marketing and promotion of the school.*
- *First contact for emergency services, Police, Social Services etc.*
- *Dealing with queries – especially in the absence of the Headteacher- and deciding how to deal with the query and whether it should be referred to another member of staff.*
- *Dealing with parents queries – deciding what action needs to be taken and by whom.*

### **2 HR**

- *To prepare and submit whole school censuses including the work force census.*
- *To prepare and submit monthly EYFS Headcount.*
- *To oversee admissions procedures to ensure data for census / headcount are submitted in a timely manner.*
- *To maintain the Schools Central Record with DBS, Identity Checks and other required information with regards to the Ofsted requirements for Safeguarding Children in Education.*
- *To submit Job adverts to Jobs go public and added to the website.*
- *To send out Job Application packs.*
- *To request job application references under the guidance of the SBM.*

- *Manage systems to quality check own work to provide a very high level of accuracy and quality.*
- *Maintain the whole school calendar and diary using Microsoft outlook.*
- *Ensure the administrative and clerical tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.*
- *Recognise own strengths and areas of expertise and use these to advise and support others*
- *Be responsible for school's registration with Data Protection Agency and quarterly film return to Centre for Education and Finance Management.*
- *Manage the data is filed in accordance with our working practices and in keeping with the Data Protection/ Freedom of information regulations and document management requirements. Ensuring that appropriate data retrieval systems are in place.*
- *Back up for team with regards to all aspects of telephone, visitors, work and general duties.*
- *Comply with requirements of health and safety, other relevant legislation and school policies and to understand and comply with schools Equal Opportunities Policy.*
- *Maintaining high and professional standards as the front line of the school.*
- *Attend and participate in regular meetings.*

### **3 Other Responsibilities**

- *Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*
- *Contribute to the overall ethos/work/aims of the school.*
- *Establish constructive relationships and communicate with other agencies/professionals.*

### **4 Commitment to Quality:**

- *Manage systems to quality check own work and produce a very high level of accuracy and quality. Raise any concerns or queries directly with the source to clarify accuracy and requirements. Ensure completed urgent work is handed over as soon as possible.*
- *Ensure that system housekeeping is always kept up to date and is accurate.*
- *Use and manage relevant IT systems, producing reports and information as required.*
- *Act as a 'champion' in any appropriate area of expertise, advise and train team colleagues as required.*

### **5 Approach to Change:**

- *Be flexible and proactive when suggesting change.*
- *Be part of review of working standards and processes of the Administrative team on a regular basis and support changes as required.*
- *Actively promote new ways of working across the department, becoming an advocate for departmental service development.*
- *Assist colleagues and provide emergency cover as required and appropriate to grade. This may be at short notice.*

### **6 Learning:**

- *Participate in performance management and development discussions.*
- *Advise line manager of own development needs.*

**7 Communication:**

*Make every effort to communicate clearly, orally and in writing, to ensure understanding in both one to one and small group settings.*

- Use interpersonal skills to resolve workplace problems.
- Communicate effectively in complex / difficult situations and / or contentious issues.

**8 Commitment to Equality:**

- Treat all people with dignity and respect, recognising the value of each individual.
- Acting as a role model to the Team to challenge discriminatory language and behaviour.

**9 Managing performance:**

*Manage own performance effectively to meet goals and targets. Work to required deadlines, adhering to policies, procedures and systems at all times.*

- Participate in yearly performance reviews.

**10 Planning and Prioritising:**

*Plan and prioritise own work, use initiative and work within the parameters of the guidelines/ procedures.*

**11 Problem solving and Decision Making:**

- Solve problems and make decisions in own area of work.
- Within area of expertise, act as an expert point of reference for other staff within the team, department and for external contacts.
- Deal with tasks promptly to avoid escalation into a serious issue.

**12 Flexibility:**

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

***This job description describes the way the post holder is required to complete and perform the duties set out above.***

***This job description does not form part of the contract of employment.***

**Approved by:..... Date:.....**

**Signed by Post Holder: .....Date:.....**