

BRACKNELL FOREST COUNCIL JOB DESCRIPTION

Job Title: Office Manager	Section/Location: School Office
School: Jennett's Park CE Primary School	Grade/Salary Range: BG-I (SCP 6-14)
A1	Working Pattern: Term-Time + 5 additional days 35 Hours per week Monday to Friday 8:30 to 16:00

JOB PURPOSE

Under the direction/instruction of the School Business Manager, to provide routine general clerical/administrative and financial support.

To line manage the reception team.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Leads and line manages Office team

MAIN DUTIES AND RESPONSIBILITIES

- Manage admission information and liaise with relevant staff in a timely manner.
- Maintain manual and computerised record/information systems, including input and collation of information for SIMS.
- Maintain pupil records and filing systems in liaison with Family support worker.
- Maintain accurate pupil attendance records, including first day phone calls, ensuring class teachers have entered correctly on SIMS and setting correct codes (e.g., INSET days).
- Manage the collection of monies.
- Initiate standard letters and forms.
- Provide administrative assistance to the Headteacher, Finance Manager and other senior staff, including organise meetings and taking notes where required.
- Organise arrangements for school events and manage the whole-school calendar.
- Provide support to the school receptionist and undertake reception duties where necessary.
- Manage the completion of the School Census.
- Lead the external communications to parents via the school website and other outward platforms.
- Oversee updates & distribution of the weekly newsletter.
- Manage the school website as directed by the SLT team.
- Assist with marketing and promotional material for the school.
- Contribute to the planning and development of administrative procedures and systems.
- Assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person.
- Actively support the school's equal opportunities policies.
- Maintain the SCR (Single Central Record) for external staff and contractors in liaison with the School Business Manager.

- Contribute to the overall aims and targets of the school, support the roles of other members of the school team, and attend relevant meetings as required.
- Participate in the school's performance management framework and take part in training and development activities as required.
- Undertake such other duties as may, from time to time, be necessary and compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

No budget responsibility

The post holder is responsible for ensuring the school child protection policy is adhered to and concerns raised in accordance with this policy.

**BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION**

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Knowledge of implementing a range of administrative/financial procedures, including use of relevant ICT packages and systems. Knowledge and skills equivalent to national qualifications level 3.	
Competence Summary (Knowledge, abilities, skills, experience)	Experience of general administrative work in a small team setting. Able to relate well to children and adults. Deal sensitively with parent, pupils and colleagues in person and by telephone. Good personal communication skills. Experience of line managing and day to day allocation of work to others. Good understanding of and ability to use relevant equipment e.g., computer, photocopier Able to follow administrative procedures, understand and follow instructions. Able to work with IT based finance systems. Able to prioritise own workload and work to competing deadlines.	SIMS Experience Knowledge of basic first aid. Experience of working in a school/learning environment

	Able to work on own initiative and constructively as part of team.	
Work-related Personal Requirements	Committed to equality of opportunity Ability to maintain strict confidentiality of information received and processed as part of the job role	
Other Work Requirements	Sympathetic to our Church School ethos and values Participate in training and development opportunities Suitability to work with children. Adaptable and flexible ‘Can do’ approach	Sense of humour