School Office Manager

Salary Scale: Band F, SCP 12-17
Working Pattern: 36 hours per week, term-time.
Permanent - Required as soon as possible.
Responsible To: Headteacher / School Business Manager
Direct Reports: School Office Team

Purpose of the Role
To lead and manage the school administrative function, ensuring the efficient day-to-day running of the school office and providing high-quality administrative support to the Senior Leadership Team, staff, pupils, parents, and external stakeholders.

The Schools Office Manager will actively embrace the School's core principles to ensure an inclusive and positive environment for our pupils with learning difficulties and disabilities.

Key Responsibilities

Office Management
- Manage the daily operation of the school office and administrative systems.
- Act as the first point of contact for parents, visitors, and external agencies.
- To ensure both Receptions are covered across the school day and provide a welcoming, professional service and environment for pupils, parents, and visitors.
- To have full line management responsibility of the administration team including appraisals and performance management.
- Responsible for the continuing training and development of admin staff.
- Maintain effective filing systems (electronic and paper-based), ensuring compliant with data protection and the School's Retention Policy.

Administrative Support
- Provide administrative support to the Headteacher and Senior Leadership Team.
- Coordinate school communications including incoming and outgoing letters, emails, and website updates.
- Ensure the School Office/HR and Finance email inboxes are monitored, prioritised and circulated as needed.
- Organise meetings, appointments, and school events where required.
- Prepare reports, documents, and correspondence as required by SLT.

Pupil Administration
- Maintain accurate pupil records using the school's Management Information System (e.g., Arbor).
- Ensure Arbor is set up for the school year correctly and oversee pupil admissions and leavers procedures.
- Ensure all SEND documentation and processes are organised and up to date, including EHCPs.
- Complete annual pupil data collections and update Arbor.
- Support pupil attendance monitoring and reporting on Arbor, provide reports as required.
- Liaise with the Local Authority to ensure Free School Meals are recorded correctly and kept up to date.
- Manage ParentPay for meals, after school clubs, trips and activities.
- Communicate outstanding ParentPay balances, to ensure parents/carers are up to date.
- Manage Cool Milk reporting.

- Ensure census returns are submitted accurately and within timescales.
- Ensure compliance with data protection regulations.

Finance Administration

- Support basic financial processes such as ordering, invoicing, and monitoring budgets on FMS.
- Ensure supply cover administration and invoicing is accurate and kept up to date.
- Liaise with the School Business Manager regarding financial procedures.

HR Administration

- Maintain staff records on Arbor and the payroll system.
- To manage the payroll process and liaise with the payroll provider and HR to ensure procedures followed for recording staff absence, temporary or permanent variations to pay and seeking appropriate authorisation from the Headteacher/School Business Manager for all pay adjustments.
- To coordinate the recruitment process on behalf of the SLT and staff onboarding.
- Ensure compliance with safer recruitment procedures.
- Ensure the School Workforce Census is submitted accurately and within timescales.
- Complete annual data collections for staff and update Arbor.
- Coordinate staff absence recording and leave of absence requests, updating Arbor and the payroll system as needed.

Compliance and Safeguarding

- Responsible for the day-to-day operation of safeguarding processes for internal and external visitors, managing and monitoring Inventry.
- Ensure the Single Central Register is maintained and kept up to date, for staff, agency staff, and visiting professionals.
- Ensure that administrative processes comply with school policies and statutory requirements.
- Compliance with School policies e.g. Equality and diversity, health and safety and safeguarding.
- Maintain confidentiality and adhere to safeguarding procedures.
- Support compliance with GDPR and data protection legislation.

General

- Participate in training and professional development.
- Respond to First Aid calls as needed.
- In liaison with the School Business Manager and SLT, follow an outlined evacuation policy and maintain safety of staff and pupils under the guidance of fire and safety training.
- Support the School Business Manager with the administration and general upkeep of the school minibuses.
- Support school events, and activities when required.
- Undertake other duties commensurate with the grade and responsibilities of the post**.**