



# **Severne Primary School**

## **Senior Office Manager Job Description & Person Specification**

**Respect • Succeed • Celebrate**



# **Senior Office Manager**

## **Job Description**

### **Grade: GR4**

#### **1. Job Purpose**

- 1.1 The postholder will strategically manage clerical, and administrative support to the Head teacher and school to enable the delivery of a professional and efficient administrative service

#### **2. Key Responsibilities**

##### **General**

- 2.1 To manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality standards.
- 2.2 Supervision of staff as required
- 2.3 Responsible for administering school admissions procedures and accurately maintaining Bromcom, the pupil management information system and submitting termly census returns.
- 2.4 Responsible for establishing contacts with a variety of outside suppliers of goods or services, raising of orders, the receipting of goods and invoice/payment processing.
- 2.5 Management and reconciliation of parental payments through the Bromcom MIS system and providing statistical information to the Business Manager as required; administering free school meals and milk/fruit in schools scheme.
- 2.6 Ensuring the provision of quality clerical support including typing/word processing, reprographics and filing
- 2.7 Responsible for ensuring that an effective reception and telephone service is provided
- 2.8 Liaising with staff for organising school visits, camps and extra-curricular activities
- 2.9 First Aid Duties

##### **Personnel and Human Resources**

- 2.10 Responsible for completing staff absence returns within the HR/Bromcom systems and reconciling queries
- 2.11 Responsible for the input of overtime and additional hours claims to the HR System.
- 2.12 To manage administrative and related support staff, including, carrying out appropriate performance management discussions.

- 2.13 To manage and monitor safeguarding checks for all visitors to the school and liaise with the School Business Manager on the timely completion of the Single Central Record.
- 2.14 To undertake appropriate professional development including adhering to the principle of performance management

### **Financial**

- 2.15 To assist the School Business Manager in the monthly/yearly financial returns in light of the transition to Full Cheque Book status.
- 2.16 Input accurate data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met
- 2.17 Input/output of data and production of associated reports.

### **Premises**

- 2.18 To coordinate with the Business Manager and Buildings Manager information relating to the failure of site services and liaison with contractors, etc
- 2.19 To undertake the administration of statutory checks of the buildings and liaise with the Business Manager on the annual compliance return.

### **Other**

- 2.20 Ensuring that individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- 2.21 To ensure all tasks are carried out with due regard to Health and Safety
- 2.22 To adhere to the ethos of the school.
  - 2.22.1 To set an example of personal integrity and professionalism
  - 2.22.2 Attendance at appropriate staff meetings and parents' evenings
  - 2.22.3 To promote the agreed vision and aims of the school
- 2.23 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

## **3. Supervision Received**

Supervising Officer's Job Title: Strategic Business Manager

- 3.1 Level of supervision:
  - ~~1. Regularly supervised with work checked by supervisor~~
  - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
  - ~~3. Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Administrative Officer (Part Time)	GR3	1	1
Administrative Assistant (Part Time)	GR2	1	1

5. **Special Conditions**

5.1 None

**Person Specification**

**Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
---------------------	---------------	-------------	--------------------	----------------

Criteria	Requirements (based on Job Description)	Essential (E) or Desirable (D)	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	<ul style="list-style-type: none"> <li>Educated to GCSE Level with English and Maths at A* - C</li> <li>Relevant recognised Qualification in School Business Admin or Finance</li> <li>Record of CPD</li> <li>Committed to further training/Qualifications</li> </ul>	E  D  E  E	AF/C
<b>Experience</b> Relevant work and other experience	<ul style="list-style-type: none"> <li>Substantial experience of working in a school office environment</li> <li>Experience in the use of school MIS systems (school uses Bromcom currently)</li> <li>Finance input and reporting</li> <li>Managing and leading teams</li> </ul>	E  E  E  D	AF/I/T
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>An ability to fulfil all spoken aspects of the role with confidence using the</li> </ul>	E	AF/I/T

e.g. written communication skills, dealing with the public etc.	<p>English Language as required by <b>Part 7 of the Immigration Act 2016</b></p> <ul style="list-style-type: none"> <li>• Excellent working knowledge of Microsoft Office applications</li> <li>• Excellent written, oral and inter-personal communication skills both with children and adults alike</li> <li>• Excellent written, oral and inter-personal communication skills both with children and adults alike</li> <li>• Patience and the ability to deal with a wide range of demands from a variety of people</li> <li>• Understanding and the need for confidentiality</li> <li>• Good organisational skills</li> <li>• Ability to work collaboratively within a team</li> <li>• Ability to interpret varying situations and solve problems on a day to day basis.</li> <li>• Ability to work with autonomy within set boundaries</li> <li>• Ability to cope with conflicting demands, deadlines and interruptions</li> <li>• Ability to meet the physical demands of the post</li> </ul>	E	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Interest in own personal development and willingness to undertake further training</li> </ul>	E	AF
<b>Other</b>	<ul style="list-style-type: none"> <li>• Awareness of safeguarding, confidentiality and security</li> </ul>	E	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: L Dillon

---

Date: 17/10/2024

---