



Office Manager - Job Description and Person Specification

Job Title: Office Manager

Reports to: Executive Headteacher/Head of School

Job Purpose

- To lead and manage the school office, ensuring the smooth operation of all administrative, HR, finance, and compliance functions.
- To provide high-level support to the Senior Leadership Team (SLT), acts as line manager to office staff, and ensure statutory and safeguarding requirements are met.
- To act as a positive role model and uphold the highest standards of professionalism.

A. Key Responsibilities and Required Skills

Office Management and Leadership

- Lead, manage, and motivate the school office team, ensuring effective delegation, clear communication, and high standards of work.
- Oversee the day-to-day running of the school office, ensuring all administrative processes are efficient, compliant, and meet the needs of staff, pupils, parents, and visitors.
- Develop, implement, and review office systems, policies, and procedures to improve efficiency and compliance.
- Support the SLT and governors by preparing reports, agendas, and minutes as required, and ensuring timely communication of key information.

Safeguarding and Compliance

- Maintain and update the Single Central Record (SCR), ensuring all pre-employment checks (DBS, prohibition, right to work, etc.) are accurately recorded for all staff, governors, and volunteers.
- Have a good understanding of safer recruitment practices, ensuring effective processes are in place to support senior leaders and governors with compliance
- Maintain staff files
- Schedule and conduct regular SCR reviews, providing evidence for audits and inspections.
- Oversee all vetting procedures for new and existing staff, volunteers, and contractors, ensuring compliance with statutory guidance (e.g. Keeping Children Safe in Education) and maintaining records of these checks
- Liaise with the DSL to ensure safeguarding checks are robust and up to date.
- Promote a safeguarding-first ethos in all office processes, attend relevant safeguarding training, and ensure confidential handling of sensitive information.
- Work with responsible staff to assist with external / internal audits (financial, health and safety, compliance etc)



Human Resources Administration

- Line-manage office staff, including performance management, appraisals, and identifying training needs.
- Collate and submit accurate payroll data, including new starters, leavers, contractual changes, and absence records. Liaise with payroll providers and respond to staff queries.
- Maintain up-to-date records of staff absences, ensuring correct documentation is collected and securely stored. Prepare absence reports for SLT and governors as required.
- Prepare, issue, and update contracts of employment and related documentation for all staff. Ensure all contractual changes are processed promptly and in accordance with HR procedures.
- Keep track of statutory and non-statutory staff training and report to senior leaders / governors as required

Finance Administration

- Oversee financial administrative processes, ensuring compliance with school financial procedures and policies.
- Check, code, and process supplier invoices, ensuring timely submission to the finance team and resolving queries with suppliers as needed.
- Prepare and organise the relevant finance paperwork, including purchase orders, receipts, and supporting documents for the finance team and auditors.
- Generate and chase invoices for parents for school meals, clubs, trips, and other chargeable activities, following up on outstanding payments.
- Administer nursery funding claims, monitor additional income streams (e.g. grants, donations), and ensure accurate record-keeping for audit purposes.
- Arrange bookings for clubs and lettings, issue invoices, and ensure payments are received and recorded.
- Supervise the collection of residential visit's payments and maintain records of income and expenditure.
- Oversee the order of school milk and liaise with the school kitchen about dinner numbers, charging parents and meal number returns.
- Maintain a contracts register and assist in the review contracts for best value

Premises Responsibilities:

- Contact the appropriate contractors in response to premises maintenance or repair requests, in liaison with the site manager, obtaining quotes where appropriate.
- Provide other support to the Site Manager as reasonably required.
- Track progress of such requests in liaison with the site manager, chasing up contractors where appropriate and ensuring work satisfactorily completed.

Admissions and Attendance



- Administer all aspects of nursery, reception and in-year admissions, including processing applications, communicating with parents, and updating MIS records.
- Administer all aspects of in-year transfers and secondary transfers
- Liaise with the local authority and SLT to ensure statutory deadlines for admissions are met.
- Support the administration of pupil attendance, including maintaining registers for Breakfast Club and After School Club (ASC), monitoring attendance patterns, and preparing reports for SLT and governors.

Office and Information Management

- Manage the school office email and text messaging accounts, ensuring prompt, professional, and confidential responses to all enquiries from parents, staff, and external agencies.
- Provide administrative support for ParentPay (or equivalent), including setting up payment items, reconciling payments, and resolving parent queries.
- Use the school's Management Information System (MIS) to maintain accurate pupil, staff, and attendance data. Support staff with MIS queries and data input.
- Liaise with school leaders to keep the school's diary up to date.
- Prepare and submit statutory returns, including the Workforce Census, ensuring all data is accurate and deadlines are met.
- Oversee general office duties, including reception cover, managing post, ordering supplies, and ensuring a welcoming and safe environment for all visitors and sending out the weekly newsletters.

- Advise parents of grants, school meals, school journey, income support, admissions applications etc as required
- Manage the school website ensuring it is up to date and compliant
- Act as data controller for the school
- Communicate and work with third party contractors (for example local authority, external advisors etc) as required
- Manage administration of school events such as parent evenings, school tours, fundraising events etc as required
- Work closely with school stakeholders (staff, governors, volunteers, PTA, parent reps, contractors, etc)

B. Wider Responsibilities

Safeguarding and Role Modelling



- All staff have a responsibility to safeguard and promote the welfare of children and young people. The postholder must be familiar with and adhere to the school's safeguarding and child protection policies, attend regular safeguarding training, and report any concerns immediately to the Designated Safeguarding Lead (DSL) or deputies.
- Demonstrate high standards of personal and professional conduct, treating all pupils, staff, and visitors with respect.
- Act as a positive role model for pupils in behaviour, dress, and communication, supporting the school's values and ethos.
- Handle all information relating to pupils, staff, and school business with the utmost confidentiality and in accordance with data protection legislation.

Working Conditions

- Based in the school office, with occasional attendance at meetings or training as required
- To be prepared to take on extra responsibilities in the smooth running of the school, as reasonably requested by the Executive Headteacher or Head of School.

Professional Standards

- Adhere to all school policies, including safeguarding, confidentiality, and data protection
- Participate in relevant training and development as required
- Support the school's commitment to equality, diversity, and inclusion

C. Review and Development:

This job description will be reviewed annually and may be amended at any time, following discussion with the postholder. The postholder is expected to participate in the school's appraisal process and engage in continuing professional development.



Person Specification

Specification	Essential	Desirable	*How Tested
Qualifications and Experience			
NVQ Level 3 or equivalent qualification or experience in office management	X		A,I
GCSEs in Maths and English A*-C or equivalent		X	
At least 3 years of recent experience working in an office environment	X		A,I
Evidence of further training in school office functions, in particular Management Information Systems and HR matters		X	A,I
Experience of leading a team in an office	X		A,I,R
Experience of working in an education environment		X	A,I
Experience of basic budget management, including payments systems and procedures around placing orders.	X		A,I,R
Experience of basic contract reviews.	X		A,I
Experience of supporting, appraising and developing other office staff	X		A,I,
Experience of supporting premises staff.		X	A,I
Experience of basic website management and marketing.	X		A,I
Excellent Literacy, Numeracy and computer skills.	X		A,I,T
Experience of managing lettings		X	A,I
Experience of undertaking basic HR functions, including DBS and other pre-employments checks, contracts and payroll.	X		A,I,R
Knowledge and Understanding			
Effective use of specialist ICT packages such as ARBOR, Parent Pay etc.		X	A,I,,R
Use of specialist equipment/resources relevant to the post	X		A,I,R
Good working knowledge of Microsoft programmes, including Excel and Word.	X		A,I,T,R
Ability to take notes, minutes, prepare reports and draft correspondence	X		A,I,T,R
Full working knowledge of relevant policies/codes of practice and legislation for example around data protection and freedom of information etc.	X		A,I
Understanding of Health and Safety requirements, systems and procedures	X		A,I
Demonstrate the ability to plan and develop systems to ensure the office runs effectively	X		A,I,R
Demonstrate the ability to relate well to children and adults.	X		A,I,T
Work constructively as part of a team, and possess an understanding of school roles and responsibilities and your own position within these	X		A,I,R



Demonstrate the ability to evaluate own learning needs and actively seek learning opportunities for own and other office staff's development	X		A,I,
Experience of dealing with information in a confidential manner	X		A,I,R
Demonstrate the ability to work flexibly and imaginatively	X		A,I,R
A good understanding of admissions and transition issues		X	A,I
An understanding of the requirements of keeping an asset register.		X	A,I
An understanding of the role of a data controller	X		A,I
An excellent understanding of Safeguarding and Single Central Register Requirements.	X		A,I
Professional Skills and Attributes			
Proven track record of excellent administrative practice	X		A,I,R
Ability to use initiative and work with minimal supervision	X		A,I,R
Ability to guide, support, advise and motivate other members of staff	X		A,I,T,R
Commitment to continuing professional development	X		A,I,R
Ability to preserve and enhance the school's Christian ethos	X		A,I
The ability to work to deadlines and work effectively under pressure	X		A,I,T,R
Is committed to the safeguarding and welfare of children	X		A,I,R
Shows commitment to equal opportunities	X		A,I
Personal Qualities			
Good communication and presentation skills both orally and in writing	X		A,I,T
A friendly and approachable person with good interpersonal skills	X		I,T,R
Willingness to address challenging issues with clarity of purpose and diplomacy	X		A,I,T,R
Willingness to share expertise, skills and knowledge	X		A,I,T,R
An honest and reliable person with strong work ethic	X		A,I,R
A good sense of humour.		X	I