**Job Description

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| **Location** | Hollingworth Primary School |
| **Job Title** | Office Manager |
| **Grade** | Grade F |
| **Primary Purpose of the Job** | Lead and manage the school’s administrative, financial, and office functions to ensure efficient operation of the school office. |
| **Responsible to** | Head Teacher |
| **Principal Responsibilities** | * Oversee the day-to-day running of the school office, ensuring smooth and efficient operations.
* Act as a key point of contact for internal and external stakeholders, ensuring timely and professional communication.
* Support the central Trust team with financial processes, including ordering goods and services, processing and approving invoices in line with Trust procedures, while ensuring accurate record-keeping for centrally managed budgets.
* Supporting HR processes, including recruitment, absence monitoring, payroll administration, managing staff changes, and using our online training platform to assign relevant training and CPD.
* Have overall responsibility for ensuring the school’s Single Central Record is accurate, compliant with statutory safeguarding requirements, and kept fully up to date.
* Manage school systems and data platforms in compliance with GDPR and safeguarding legislation.
* Support the Headteacher with operational planning and coordination of school policies, procedures, and compliance.
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Key Responsibilities

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| **Strategic Administration & Data** |
| 1 | Oversee pupil data management (e.g. admissions, attendance, census returns). |
| 2 | Maintain and improve administrative systems and ensure compliance with statutory and Trust-level reporting requirements. |
| 3 | Manage GDPR compliance in relation to school data and liaise with the Trust’s Data Protection Officer. |
| 4 | Produce timely and accurate reports and correspondence for SLT and governors. |
| 5 | Develop and maintain office procedures, ensuring alignment with Trust policies and statutory requirements. |
| **Finance & Procurement** |
| 1 | Support school financial processes by ordering goods and services, processing and approving invoices in accordance with Trust procedures. |
| 2 | Maintain accurate records to support the centrally managed budget and reconciliation processes. |
| 3 | Monitor and reconcile financial transactions through the school’s online payment platform, ensuring records are accurate and up to date.  |
| 4 | Proactively follow up on outstanding parent payments in accordance with the Trust’s debt recovery procedures. |
| 5 | Liaise with the Trust finance team to support accurate financial reporting and compliance. |
| 6 | Oversee procurement and value-for-money assessments in accordance with Trust policies. |
| **HR & Workforce Support** |
| 1 | Support the central HR function with processes related to recruitment, induction and leaver procedures. |
| 2 | Maintain accurate HR records including safeguarding, staff absence, training, and compliance documentation. |
| 3 | Support payroll administration by ensuring accurate recording and submission of timesheets and expenses. |
| 4 | Assign relevant training and CPD using our online training platform, monitoring timely completion and following up as appropriate. |
| **Communication & Customer Service** |
| 1 | Serve as the first point of contact for parents, visitors, and external stakeholders, ensuring a welcoming and professional environment. |
| 2 | Manage incoming and outgoing communications, including emails, letters, phone calls, and parent queries. |
| 3 | Liaise with staff, parents, and third parties regarding school activities and administrative processes. |
| 4 | Support with event planning and coordination, such as school open days, parent evenings, and other events. |
| 5 | Ensure the school website and communication channels are kept up to date with relevant information. |
| **School Operations & Support** |
| 1 | Monitor attendance records in line with school policies, liaising with the attendance lead and relevant staff. |
| 2 | Coordinate administrative support for safeguarding, health & safety, school meals, transport, and extra-curricular provision. |
| 3 | Support the Headteacher in managing school compliance with Trust operational standards and statutory duties. |
| 4 | Work with the Site Manager and Trust estates team to ensure health and safety requirements are met. |
| 5 | Support business continuity planning and emergency procedures. |

**Valuing Diversity** - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.

**Developing Self and Others** - Ability to critically analyse self and others in order to access relevant training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. To support others’ learning and share learning with others.

Person Specification

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| **Criteria** | **Qualities** | **E/D** |
| **Qualifications** | GCSEs (or equivalent) in English and Maths at grade C or above. | Essential |
| NVQ Level 3 in Administration or equivalent | Desirable |
| Qualification in Business, HR, or Finance | Desirable |
| **Experience & Knowledge** | Experience of managing administrative functions in a school setting | Essential |
| Strong working knowledge of school management systems (e.g. MIS, CPOMs) | Desirable |
| Understanding of financial and HR processes in schools | Desirable |
| Strong understanding of Microsoft Office software, including Word and Excel | Essential |
| **Skills & Personal Attributes** | Excellent administrative and organisational skills | Essential |
| Strong communication and interpersonal skills | Essential |
| Ability to multi-task | Essential |
| Ability to work well under pressure | Essential |
| High attention to detail and data accuracy | Essential |
| Ability to work as part of a team | Essential |
| Ability to communicate effectively with a range of people | Essential |
| Ability to deal with sensitive information in a confidential manner | Essential |
| Ability to enter and retrieve information and produce documents on a range of systems/software | Essential |
| Ability to plan, develop, organise and prioritise work to meet deadlines and changes in priority | Essential |
| Commitment to working within the guidelines/statutory requirements of ‘Keeping Children Safe in Education’ | Essential |
| Ability to work in line with the Trust’s Code of Conduct, Acceptable Use and Data Protection policies | Essential |
| Actively supports the school and Trust to deliver its functions effectively | Essential |

*This Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Services.*

*This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*