

**Job Title:** School Office Manager

**Hours:** 36 hours per week Term Time plus 3 weeks (42 weeks) pro rata.

## 1. PURPOSE OF JOB

- 1.1 To support the headteacher with the strategic and operational delivery of all Human Resource functions within the school including recruitment, professional development planning, appraisal procedures, performance related pay progression and school diary scheduling and operations.
- 1.2 To be directly responsible for Administration Management, including communication with parents.
- 1.3 To be the schools Data Protector Officer (DPO)
- 1.4 To lead and or participate in all non-curriculum strategic projects within the school
- 1.5 To contribute to the overall ethos, work and aims of the school.

2. DIRECTLY RESPONSIBLE TO: The Head teacher

3. FUNCTIONALLY RESPONSIBLE TO: The Head teacher

4. RESPONSIBLE FOR: Admin team and Premises Manager

## 5. PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

### HR Management

1. Work in partnership with the school Bursar to provide information on sickness management and associated services.
2. Ensure the school's equality policy is clearly communicated to all staff in school
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
4. In conjunction with the headteacher, manage recruitment, appraisal and support staff in your team
5. Ensure the school's HR policies are clearly communicated to all staff pertaining to their employment, performance, terms and conditions and the importance of working to and within these
6. Work closely with specialist expertise in relation to HR issues
7. Determine the need for and ensure the provision of research and information, detailed analysis and evaluation of data and information, and reports and records.
8. Take a lead role in the development and maintenance of confidential manual and computerised records and management information systems
9. Manage safer recruitment procedures and safeguarding across the school

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10. Participate in training and development activities and programmes, and attend and participate in meetings as required
11. Comply with, and assist with the development of, policies and procedures, and report all concerns to an appropriate person, in respect of:
  - child protection,
  - health, safety and security,
  - confidentiality, and
  - data protection
12. policies and procedures and promote the Council's Equal Opportunities Policy.

### **Administration Management**

1. Lead and manage the whole school administrative function and lead the Office Admin team and so indirectly influencing the communications strategy and experience for stakeholders and visitors
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Manage systems and link processes that interact across the school to form complete systems
4. Complete termly census
5. Establish and use effective methods to review and improve administrative systems
6. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
7. Benchmark systems and information to assess trends and make appropriate recommendations
8. Manage complex administrative procedures, and be responsible for completion and submission of forms and periodic returns to the DfE and other external agencies and stakeholders within statutory guidelines
9. Ensure that the school's administrative systems contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.

### **Health & Safety**

- Line manager and support the Premises Officer to
1. Plan, instigate and maintain records of fire practices and alarm tests.
  2. Ensure the school's written health & safety policy statement is clearly communicated and available to all people
  3. Ensure the health & safety policy is always implemented, put into practice and is subject to review and assessment at regular intervals or as situations change
  4. Enable regular consultation with people on health and safety issues
  5. Ensure systems are in place to enable the identification of hazards and risk assessments
  6. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
  7. Ensure the maximum level of security consistent with the ethos of the school

8. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
9. The for completion and submission of the school's annual Health and Safety Return

## PERSON SPECIFICATION FORM

### School Office Manager

#### PLEASE NOTE

The method of assessment for each criterion is shown in the right-hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
<b>1.</b>	<b>ABILITIES</b>			
(a)	Ability to interpret statute and advice, and to devise policies, procedures and practices in the light of these.	*		*
(b)	Ability to manage a multi-disciplinary team effectively.	*		
(c)	Ability to persuade, motivate, negotiate and influence.		*	
(d)	Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team.	*	*	
<b>2.</b>	<b>SKILLS</b>			
(a)	Excellent standard of numeracy and literacy skills.	*		*
(b)	Excellent standard of professional organisation in order to meet demands and deadlines of role	*		*
<b>3.</b>	<b>KNOWLEDGE</b>			
(a)	Full working knowledge of relevant policies, procedures and codes of practice, and legislation.	*		

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
(b) Knowledge of using on-line diaries and calendars for individuals and groups			*
(c) Experience of using all Microsoft Office packages including PowerPoint	*		*
(d) Knowledge of Health and Safety issues impacting on schools	*		
(e) Experience of using online data systems (Arbor). Training can be given.	*		
(f) Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines		*	
<b>4. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>			
(a) NVQ level 4 or Degree, or able to demonstrate an equivalent level of attainment through qualification or experience in a relevant discipline.	*		
<b>5. EXPERIENCE</b>			
a) Experience of working in an office environment at a senior level.	*		
<b>6. EQUAL OPPORTUNITIES RELEVANT TO THE POST (mandatory)</b>			
Understanding and commitment to the Council's Equal Opportunities policy.	*	*	
<b>7. CUSTOMER CARE RELEVANT TO THE POST (mandatory)</b>			
To lead by example in demonstrating excellent customer service delivery to all school visitors	*	*	