Job Description

Office Manager

Job Details	
Grade	Subject to Evaluation
Job Evaluation Number	TBC
Directorate	Children & Families
Division	Schools

1.0 Portfolio Responsibilities

This job manages the school office operations, supervises administrative staff and provides secretarial support to senior leaders. It administers a wide range of school operational matters. The job produces confidential documents, coordinates meetings and communications, ensuring effective reception and administrative services across the school.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Office Manager Duties

- Overseeing the school office and ensuring efficient communication services are provided, including reception duties and managing email, telephone, text and online communications
- Providing supervision, advice and cover as needed for administrative and reception services.
- Providing secretarial and administrative support to the Headteacher and/or other senior staff, which may include diary management, visitor arrangements, dealing with enquiries and complaints, liaison with Governing Body Committees and Governors, managing correspondence, administration of exclusions.

Administration - General

- Administering meetings and producing confidential documents as required, which may include letters, references, recruitment documentation, meeting minutes such as Governing Body Committees / exclusions panels / meetings with parents and carers.

- Supporting the production and distribution of information, messages and communications for pupils, staff, parents and carers and the wider community which may include producing newsletters, website and/or social media content, displays.
- Processing data and producing reports to provide information as required, which may include official returns such as School Census, pupil assessment reports.
- Organising and/or providing cover as needed for administrative and reception services.

Administration - Pupils

- Administering pupil arrangements such as pupil records and files, pupil level reports, attendance registers, pupil admissions and/or transition, Free School Meals, milk in school, School Health Services, School Photographer, exams arrangements, transport, trips, visits, events and extracurricular activities, detentions, lost property.

Administration - Staff

- Administering staffing arrangements such as staff records and files, recruitment, employment contracts, absence records, Single Central Record, School Workforce Census, cover arrangements, course bookings and training records.
- Liaising with external HR and Payroll services as required.

Administration - Finance, Resources & Site

- Administering the purchase and receipt of goods and services, which may include liaising with suppliers, administering contracts and service level agreements with suppliers, raising orders and processing invoices and logs, maintaining inventories, organising office supplies and consumables, school uniform and equipment.
- Collecting, reconciling and reporting on money received, which may include managing cash and electronic parental payments, the School Fund Account and/or the Petty Cash Account and/or the school purchase card.
- Providing administration support for school banking and finance procedures as required.
- Providing administrative support for site and ICT matters as required, which may include maintaining inventories and compliance records, liaising with contractors and supporting the implementation of health and safety policies and procedures.

Administration - Data

- Supporting the administration of the school MIS system as required, which may include establishing procedures such as start and end of year processes, preparing reports from the MIS and providing MIS updates for staff.
- Processing data and providing reports as required, which may include official returns such as School Census, pupil assessment reports, analysis of school data.

Special Conditions	
Is Safeguarding Check needed?	DBS Enhanced Children

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Hold GCSEs (or equivalent) at Grade C/4 in English and Mathematics
Qualifications	AF/Q	Hold a Level 3 business administration qualification or equivalent demonstrable experience
Experience	AF/I	Have experience providing high quality administrative support within an educational or equivalent setting.
Skills	AF/I	Be proficient in using Microsoft Office applications and management information systems.
Skills	I	Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016)
Skills	AF/I	Have very good written and verbal communication abilities for diverse stakeholder interactions.
Skills	AF/I	Have good attention to detail, accuracy and confidentiality in data entry and record keeping.
Other	I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to remain calm under pressure.
Competency	AF/I	Be able to both work independently and make a positive contribution to team work
Competency	AF/I	Have good organisational skills, with the ability to prioritise workload and manage competing

		deadlines with minimal supervision.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including financial processes, data protection, safeguarding, admissions and attendance
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.
As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding
Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary. The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions. The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service. The Council's website will contain links to the current versions of safer recruitment policies that are in force. In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area. -Work in a way that prevents and protects service users from abuse; -To be aware of the signs of abuse or neglect; -Recognise the signs of abuse and neglect; and

-Record and report any concerns or incidents.

Record and report any concerns or incidents.