



St. Ambrose Barlow Catholic Primary School, 841 Shirley Road, Hall Green, Birmingham, B28 9JJ

Job Title: Office Manager

Grade: GR3

1.0 JOB PURPOSE:

This post holder will provide clerical, and administrative support to the Headteacher, other senior staff, and school to enable the delivery of a professional and efficient and administrative service

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 To be responsible for the efficient and effective running of the school office
- 2.2 Supervision of other administrative or support staff as required
- 2.3 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing
- 2.4 Responsibility for collecting and reconciling school monies and providing statistical information as required, such as administering free school meals or pupil premium
- 2.5 Managing any petty cash amounts
- 2.6 Responsibility for the management of the School Fund account
- 2.7 Responsibility for administering schools admissions procedures and accurately maintaining the pupil related information system
- 2.8 Responsibility for completing staff returns, and reconciling queries
- 2.9 Ensuring the provision of clerical support including word processing, photocopying, scanning, and filing
- 2.10 Liaising with the School Health Service in relation to pupil welfare
- 2.11 Responsibility for ensuring that an effective reception and switchboard service is provided
- 2.12 Supporting Governing Body Committees, including typing and distribution of minutes etc.
- 2.13 Liaising with staff for organising school visits, camps and extra-curricular activities

2.14 Administration of employment contracts

2.15 Responsibility for maintenance of staff absence and insurance schemes

2.16 Arranging supply cover for absent staff

2.17 Responsibility for compiling and returning statistical information as required for Birmingham City Council, St Teresa of Calcutta MAC, DfE, etc.

2.18 Accurate recording data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met

2.19 Input/output of data and production of associated reports

2.20 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 undertake appropriate professional development including adhering to the principle of performance management.

2.23 To adhere to the ethos of the school

2.23.1 To promote the agreed vision and aims of the school

2.23.2 To set an example of personal integrity and professionalism

2.23.3 Attendance at appropriate staff meetings and parents evenings

2.24 Any other duties as commensurate within the grade in order to ensure the smooth running of the school