



St Barnabas

CHURCH OF ENGLAND PRIMARY SCHOOL



Barnabas the Encourager

Courage, Compassion, Creativity

This is an exciting opportunity for an Office Manager to run the busy office at St Barnabas Church of England Primary School.

The post requires someone who is well organised and efficient, is used to dealing with a diverse workload, has strong numeracy and literacy skills and the ability to communicate effectively with children, parents, staff and a range of outside agencies.

The ideal candidate will have experience of working in a school and a minimum of 3 years' experience in a general office environment (either in a school or elsewhere).

You will be responsible for the full range of administrative functions including:

- Managing and maintaining management information systems
- Data analysis and production of complex reports and returns
- Production of standard and individual letters, documents and reports, within set guidelines and prescribed timescales
- Deal with and respond to queries and complaints as the first port of call
- Taking a lead role in developing best customer service and managing relationships with staff, parents and external partners.
- Managing booking and administration of the Out of School Club.

We can offer:

- A great working environment where hardworking and dedicated staff work collaboratively to ensure the best possible education for our children
- The opportunity to shape the role to meet constantly changing demands
- Excellent opportunities for professional development.

School

St Barnabas CE Primary School

Leeman Road
York
YO26 4YZ

E: office@stb.pmat.academy

W: <https://stbarnabasprimary.co.uk/>

Job Title

Office Manager

Reports to

Headteacher

Grade

Grade 7, Level 1 - 4 (£29,230 - £31,391) Reduced pro rata

Additional Information

Permanent - Term time only

32.5 hours per week, 8:30am - 3.30pm Monday to Friday

Completed application forms should be posted to:

Jill Richards - Executive Head Teacher
St Barnabas CE Primary School
Jubilee Terrace,

Leeman Road
York

YO26 4YZ

Or emailed to office@stb.pmat.academy



Office Manager Job Description

Main Purpose of Job

The school Office Manager is responsible for the school office organisation, school administrative systems, the management of office staff and to provide the Headteacher with a full and comprehensive administrative support service.

Core Responsibilities, Tasks and Duties

- Responsible for a full range of administrative functions, some of a more complex nature and to monitor and develop existing processes and procedures.
- Manage the office and team workload, allocating work to others within the team and ensuring competing demands are reconciled.
- Support the Headteacher and other senior staff with HR admin to recruit and select school staff.
- Support out of school clubs and extended school activities.
- Manage and maintain management information systems.
- Complete basic finance tasks, liaising with the bursar and school business manager
- Data analysis and production of complex reports and complex returns e.g. DfE.
- Completion and submission of complex returns e.g. DfE, LA.
- Produce standard and individual letters, documents and reports, sometimes of a more complex nature, within set guidelines and prescribed timescales.
- First point of call for complaints.
- Support the Headteacher and Business Manager with tendering processes.
- Support with the organisation of the Headteacher's diary according to priorities and deadlines.
- Support with the organisation of the school calendar
- Take lead role in planning, developing/designing systems and procedures.
- Undertake special projects/assignments relating to administration.
- Take a lead role in developing best customer service and managing relationships with staff, parents and external partners.

Creativity and Innovation

- Pro-active and use initiative in proposing changes to working practices and/or processes.
- Continually assess work to improve and develop office systems as necessary.
- Subject to minimal supervision, work within established procedures, practices and routines, where these exist.
- Deal with complex problems.
- Adhere to documented school procedures and interpret policies and guidelines.
- Ability to give advice and seek information from pupils/parents.

Contacts and Relationships

- Senior Leadership Team, team leaders on a regular basis to give and receive information, a confident, calm and firm manner may be required.
- All staff, pupils, parents and governors.
- Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.
- Other outside agencies (Police, health services etc).

Decisions - Discretion and Consequences

- Management / prioritisation of own workload.
- Negotiation, problem solving, giving advice and seeking information.
- Working without close supervision and dealing with issues which will not be subject to established procedures, practices and routines.
- Use judgement to design, develop and implement modification / variations to processes and working arrangements, to improve the quality of the service.
- The role the job holder undertakes can have a significant effect on the staff morale and efficiency of the school office and the service it provides.

Resources

Normal office equipment. Responsible for the accurate handling and security of larger sums of cash and cheques or financial resources e.g. petty cash.

Work Environment

- Required to work to strict deadlines.
- This role is largely office bound but often involves moving around the school premises.
- Normal office environment.
- There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses.

Knowledge and Skills

- Computer literacy, numerate, typing/secretarial skills.
- A good understanding of administrative processes.
- Knowledge of a range of computer software packages including finance systems.
- Ability to work under pressure to deadlines.
- Experience in customer service skills.
- Understanding of Safeguarding in education.
- Knowledge of Health and Safety issues.
- Ability to input, understand and present data.
- Ability to prioritise own work and that of others in line with school's strategic aims.
- Ability to supervise, train and induct staff and prioritise their work.
- Ability to give clear, accurate advice.
- Requires skills for planning, development and monitoring of support services.
- Requires persuasive, influencing skills for dealing with staff, governors and external contractors.
- A pro-active record of CPD.
- Ability to provide accurate information and attention to detail.
- Understanding of Safeguarding issues and ability to follow all school procedures relating to this.