



## Office Manager & School Business Manager

This is an exciting opportunity for an Office Manager/SBM at St Barnabas Church of England Primary School. The role includes office manager duties whilst also being responsible for managing the business function of the 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 functions including:

- Managing and maintaining management information systems
- Data analysis and production of complex reports and returns
- Under the direction of the headteacher and CFO, lead on all financial matters in school
- 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.
- Advise on and implement the day-to-day support that enables the school to operate effectively and efficiently.

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](mailto:office@stb.pmat.academy)

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

### Job Title

Office Manager / School Business Manager

### Reports to

Headteacher

### Grade

Grade 8, Level 1 - 4 (£31,947- £34,988) Reduced pro rata

### Additional Information

Permanent - Term time only or Full Year

32 to 37 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](mailto:office@stb.pmat.academy)

**Closing Date: Thursday 11th July**



## 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.