

Job Description

Post	Primary School Office Manager – St. Mary’s Knaresborough
Details: grade, hours, duration, location	NJC Scale C1, Scale Points 12 – 17 £26,421 - £28,770 (Actual Salary £23,181 - £25,242) Permanent, 37 hours a week term-time only + 10 additional days Monday – Thursday 8.00- 4.00pm Fridays 8.00am- 3.30pm. Based at St Mary’s Knaresborough, occasional travel to the Trust’s base at St Mary’s Menston and other Trust schools
Responsible to	Headteacher / Deputy Headteacher
Responsible for	Administrative Assistant
Purpose of the Post	Manage and provide all the administration services needed by the school that are best delivered by school staff rather than by the Trust’s Shared Services.
Main duties and responsibilities	<ol style="list-style-type: none"> 1. Provide a school reception service, including: parent visits, other visitors, deliveries, reception security and assisting with safeguarding, with responsibility for initial reception of phone calls and visits relating to safeguarding in the absence of the Headteacher. 2. Provide school communications, including: responding to and sending emails, letters, texts, consent slips; responding to phone calls; managing the school website and app, diary, dealing with incoming and outgoing post. 3. Provide school administration of: ParentPay, Arbor, registers; after-school clubs; parents’ evening booking; school trips; censuses; LA Service Level Agreements; School’s Single Central Record; school admissions paperwork; school year start and end; HR processes and administration; medicines to children; photocopying; and pupil reports. 4. Manage the school’s supplies, facilities and health and safety, including: placing orders; managing stationery supplies; accident and incident logs and reports; evacuations and lock-downs; issues with IT and phone systems; issues with contracts and orders; insurance claims; reporting and recording issues with premises, and acting as an additional keyholder. 5. Manage, recruit, train and develop the school office staff. 6. Manage arrangement of supply cover and timetabling of support staff; playground and lunch rotas. 7. Comply with all relevant legislative requirements, and Trust and Diocesan values, policies and procedures. Governance documentation as and when required. 8. Contribute to the Catholic ethos of the school. 9. To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required. 10. Any other duties commensurate with the grade of the post requested by the school or Trust.
<p>VARIATION IN ROLE</p> <p>Given the dynamic nature of the role and structure of St. Mary’s Knaresborough, it must be accepted that, as the school’s work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
Signed:	Date:
Name:	

The Bishop Wheeler Catholic Academy Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.