

School Office Manager  
Job Description

**SCALE: PO2**

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**PERSON REPORTS TO**

The Head teacher as their line manager

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**PURPOSE OF THE JOB**

To be responsible for Personnel Management, Attendance, administration and all matters within the management of the school which are supportive to, but do not involve, the teaching function. To also have oversight of Finance (must have experience of or knowledge of FMS), PA to the Head teacher and support the Senior Leadership Team as required

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**PERSON SUPERVISES**

Office/admin staff: includes all admin staff, finance manager. Little Ellies childcare finance and resource officer, and receptionist,

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**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

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**ROLES & RESPONSIBILITIES**

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- **PO2**
- To be responsible for own continuous professional development.
- To be responsible for administrative support for governors and headteachers.
- To monitor and evaluate school admin, finance, and follow health and safety procedures
- Allocate and monitor the quality of work and progress of work in their teams
- To liaise effectively with colleagues, governors, local authority, and outside agencies.
- Responsible for the recruitment and selection of staff within their area of responsibility.
- Responsible for ensuring the recruitment and selection of all staff within the school is in line with legislation, regulation, professional and occupational standards, frameworks and codes of practice requirements, and for the administration of those processes. To follow safer recruitment laws.
- Responsible for performance appraisal of staff within their team.
- To identify and manage unacceptable or poor performance issues of teams or individuals.
- To monitor school finance procedures conducted by the Finance manager and maintain an awareness of current financial information.
- To oversee to the effective management of school physical resources.
- To be a member of a school Safeguarding and Critical incident team as required and assist in monitoring its effectiveness.
- To maintain and monitor information to assess school performance.
- To present to governors, accurate accounts of school performance i.e. attendance, staffing etc

- To manage any relevant school project and monitor its effectiveness.
- To manage and develop effective partnerships and relationships with all school community users.
  - Assist in processes within the school whereby governors can effectively meet their responsibilities.
- To plan, lead and implement change across own areas of responsibility.
- Lead and monitor the quality and progress of work across all admin staff, clerical, and finance teams
- To oversee financial budgets considering value for money, school improvement plan priorities and trends affecting future school budgets (as required)
- To have good control and use of existing school technology systems.
- To be responsible for effective school business processes to deliver school requirements.
- To proactively engage with and develop partnership initiatives with other schools, services, education institutions and local businesses to further school community services.
- To manage attendance, monitor and review consistent data and benchmarks to ensure school performance targets are met, and to meet statutory requirements eg: Penalty notices, CME's
- To be responsible for all areas of HR within the remit of the post including payroll, absence recording and monitoring, advertising and where required to attend interviews.

#### **General Admin**

- To ensure the smooth running of the office.
- To support effective communication with all stakeholders in person, by phone in writing and by virtual methods
- Answering general enquiries from stakeholders and signposting appropriately.
- To respond to all queries in a professional manner in accordance with the Code of Conduct, and if difficult situations occur to refer to management in a timely manner.
- Assist in administration of school events
- Abide by GDPR requirements
- To maintain confidentiality at all times with regard to both pupils and the wider school
- Supervise late collections and contact parents.
- To assist with effective use of parent mail
- Attend training sessions relevant to the post.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by Senior Leaders

CRITERIA	METHOD OF ASSESSMENT
<p><b>KNOWLEDGE:</b></p> <p><b>PO2</b></p> <p>Awareness of current and emerging trends in education policy nationally and locally</p> <p>Demonstrates understanding of managing staff</p> <p>Knowledge of school budgetary systems and how to monitor them effectively.</p> <p>Knowledge and understanding of financial management principles and good practice, including audit requirements.</p> <p>Understands the importance of teamwork and teambuilding techniques.</p> <p>Knowledge of education sector-specific legislation, regulation, guidelines and codes of practice relevant to the post.</p> <p>Experience of managing staff</p> <p>Knowledge of Health &amp; safety risk, issues, and legislation in relation to education.</p> <p>Understanding of tracking systems, analysing data and benchmark systems. Able to demonstrate creative thinking.</p> <p>Able to use data and benchmarking to set targets to monitor whole school performance.</p> <p>Demonstrates a good knowledge of strategic management in schools and school improvement planning</p>	<p>Application Form/Interview/Test (delete as applicable) relevant for all areas of knowledge</p>

<p><b>SKILLS AND ABILITIES:</b></p> <p><b>PO2</b></p> <p>Able to apply time management, planning and delegation tools effectively</p> <p>Demonstrates a problem-solving approach to all areas of work.</p> <p>Ability to communicate effectively with colleagues, governors, parents, local authority and other stakeholders.</p> <p>Able to access, analyse and interpret information.</p> <p>A willingness to learn/train in areas as necessary or required</p> <p>Follow the school's Code of Conduct</p> <p>Good time management and work ethic</p>	<p>Application Form/Interview/Test (delete as applicable) relevant for all areas of knowledge</p>
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<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Acts with integrity, honesty and fairness</p>	<p>Application Form/Interview/Test (delete as applicable)</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>Must be willing to have a flexibility to working hours on occasions if required.</p>	<p>Application Form/Interview/Test (delete as applicable)</p>