



Job Description - Office Manager

Site	Rainford Brook Lodge Primary School
Grade:	Grade G SCP 19-22 (actual salary £27,406-£28,807)
Start Date	ASAP
Hours/Contract	37 hours per week – Term Time plus 10 days (part-time considered)

Join the excitement at Rainford Brook Lodge! Office Manager wanted!

Are you passionate about education and eager to be part of the journey that inspires the next generation? Rainford Brook Lodge Primary School, part of The Everyone Matters Schools Trust, is seeking an excellent Office Manager with the necessary skills to be responsible for overseeing the daily administration of the school office including line managing administrative staff. They will also be responsible for all administrative, financial and organisational processes within the school, maintaining confidentiality at all times and assist with all the planning and development of support services.

As members of the trust, you will be joining a vibrant and growing community. Are you innovative? Can you easily adapt easily to change and work in a fast-paced environment? If you would like to contribute to a culture where MAGIC children truly matter, then this opportunity is for you!

Why Rainford Brook Lodge?

At Rainford Brook Lodge, we believe in fostering an environment where every pupil can flourish and reach their full potential. Our school is driven by a powerful ethos that recognises the unique value of each individual. We want MAGIC children (Motivated, Aspirational, Growing in Independence and Confidence) and we want MAGIC staff too. We're not just a school; we're a community that thrives on collaboration, support, and a commitment to excellence.

The Opportunity: Office Manager

The Governors of this happy and successful primary school are looking to appoint a full time Office Manager

What we are looking for:

The ideal candidate will be a strong administrator and manager who has high expectations of self and others and is passionate about encouraging all children to achieve success.

Why join us?

Supportive Environment: Rainford Brook Lodge is not just a workplace; it's a family. We provide a supportive and collaborative atmosphere where everyone is encouraged to thrive.

Professional Development: We are committed to helping you be your very best. You will benefit from continuous professional development opportunities to enhance your skills and expertise depending on your need.

Community Impact: Contribute to the growth and success of both our children and the broader community. Be part of something meaningful.

How to Apply: If you're ready to embark on an exciting journey with Rainford Brook Lodge Primary School and the Everyone Matters Schools Trust, submit your application today, and let us know how you can make a difference in the lives of our pupils.

*Rainford Brook Lodge Primary School is more than just a school; it's a place where
Children are MAGIC!
Join us in shaping a brighter future for the next generation.*

Details of Responsibilities:

Organisation.

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school
- Be supportive of our wider community
- Be fun, flexible and hard-working

Leadership.

- Line manage all administrative staff, including reviewing staff performance and carrying out appraisals
- Train and develop administrative staff as appropriate
- Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
- Develop an office team that delivers and meets the needs of the school
- Take all decisions in line with the vision and values of the school, and encourage others to do the same

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide personal, administrative and organisational support to other staff and the governing board
- Oversee and organise the management of admissions procedures in line with the Everyone Matters Schools Trust criteria, maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy

- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Organise and distribute incoming and outgoing post
- Manage the induction process for new pupils
- Book training courses for staff

Resource management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Assist with procurement and securing sponsorship/funding
- Assist with marketing and promoting the school
- Manage financial administration procedures and maintain appropriate records to satisfy audits
- Assist with the planning, monitoring and evaluation of the budget
- Manage office expenditure with an agreed budget
- Manage service contracts
- Assist with the organisation of premises repairs under the direction of the headteacher / Trust estates officer
- Manage school licences and insurances
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Compliance

- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Take responsibility for monitoring data protection compliance and advising the school community on data protection issues, where appropriate

Finance

- Adhere to the Academies financial procedures manual and ensure all staff are adequately trained in financial procedures.
- To ensure staff are aware of and are following payroll deadlines for claims
- To oversee the sales and purchase ledger for the school
- To do a weekly BACS run
- To reconcile monthly bank statements and credit card statements
- To comply with Trust audit procedures
- Work with the Headteacher to produce any reports, forecasts or scenarios to plan efficient use of funds in line with the school development plans

The school office manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.