

Office Manager – Some Current Specific Responsibilities

The office manager oversees the operation of the school office and shares in general administrative duties.

One of the key roles of the office manager is organising the distribution of tasks and responsibilities across the office team. The office manager is also responsible for carrying out a number of specific tasks. Below you can see some of the current specific responsibilities that the office manager undertakes.

Specific responsibilities:

Main School Admissions

- Liaise with Admissions Office re all school vacancies. Oversee completion of admissions paperwork and allocation of places. Maintain up-to-date class lists. Liaison with source school where appropriate, request files and CP paperwork.
- Maintain list of leavers, submit online confirmation of places to Admissions, contact with receiving school where appropriate, ensuring records passed on.
- Ensure appeals paperwork is completed and returned in timely fashion.

Nursery admissions

- In consultation with Head of Early Years, allocate Nursery places three times a year, prepare offer letters, admissions paperwork and funding documentation for each child.
- Maintain grid and spreadsheet.
- Submit interim and final funding claims each term.
- Oversee production of invoices to parents for additional charges.
- Update admissions application paperwork each year.

School Census

- Prepare and submit School Census three times a year (October/January/May). Prepare and submit School Workforce Census in November each year.

Ordering

- To maintain separation of duties from School Business Manager, submit all school orders and deal with associated paperwork.

New staff appointments

- Receive all candidate paperwork from Headteacher following successful appointments. Organize all safeguarding paperwork including DBS checks, pre-employment medical checks, references, etc.
- Prepare staff files.
- Liaise with EPM re issue of contract paperwork via documentation and communication portals. Enter all staff appointments on local system (currently SIMS).

- Arrange staff ID badges and noticeboard photo.
- Liaise with ICT Support re log-ins, passwords, etc. for new staff.

Ongoing HR matters

- Deal with contract charges and revised paperwork for existing staff for the beginning of each term. Ensure details updated on both EPM portal and in SIMS.
- Distribute salary assessment forms to all staff when issued by EPM.
- Prepare Register of Staff Pecuniary Interests each year.
- Circulate annual update forms to staff and record amendments.

Staff absence

- Record staff absence on EPM portal and in local system (SIMS). Monitor long-term absence to ensure certificates received. Submit insurance claims to Bank Funding Team where appropriate. Try to chase self-certification forms for sickness absence from staff.
- Organise cover when necessary should a member of the school office team be absent.

Payroll

- Enter overtime claims on EPM portal.
- Check draft payroll costings each month to ensure contract changes, absences, overtime claims correctly recorded.

School photos

- Liaise with school photographers Braiswick Photographic to arrange class and individual photos each year. Submit spreadsheet information requested in good time before the appointment.