

Edmund Waller  
Primary School

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## LONDON BOROUGH OF LEWISHAM JOB DESCRIPTION

**Title: OFFICE MANAGER**

**Grade: Scale S01**

**School: EDMUND WALLER**

**Section: SCHOOL OFFICE**

**Reports to: SCHOOL BUSINESS MANAGER**

### MAIN PURPOSE OF THE JOB

Under the guidance of senior staff:

- organise and supervise administrative systems within the school
- contribute to the planning, development and monitoring of administrative support services
- manage office support staff, including co-ordination and delegation of relevant activities

### TASKS

#### ORGANISATION

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Manage and coordinate work of office support staff
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with office staff to address any issues arising and to bring these to an acceptable conclusion
- Co-ordinate and manage the induction process for all new staff to the school and also oversee the administration processes involved when a member of staff leaves

#### ADMINISTRATION

- Develop and maintain record/information systems
- Analyse and evaluate data and produce detailed reports/information as required
- Produce and respond to complex correspondence
- Provide administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
- Upload BACS data to Bankline

Headteacher: Anne Rennie

Chair of Governors: Arjun Medhi

Business Manager: Gareth Hudson



- Upload documents and photographs to the school website, working with the Headteacher to regularly update the materials and communicating with stakeholders to ensure information is up-to-date

## RESOURCES

- Be responsible for the selection and management of resources, including a regular audit of resources
- Undertake research and obtain information to inform decisions
- Manage service level agreements and other contracts
- Manage school licenses
- Take a lead role in promoting the school
- Manage lettings
- Undertake financial administration procedures
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety administration, reporting and record keeping

## **RESPONSIBILITIES**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Oversee all DBS checks and take responsibility for ensuring the Single Central Record is updated
- Arrange for job advertisements to be placed online
- Prepare, collate and send out information packs for new job vacancies and take up references.
- Maintain the waiting list for Nursery.
- Ensure all timesheets/pay claims are submitted on time and are correctly completed and coded.
- Complete all statistical and data returns to the LA and DCSF (including the census) and ensure they are completed and returned by said deadlines.
- Deal with Secondary Transfer and carry out all necessary administrative duties involved.
- Administer petty cash arrangements.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School.

## **EQUALITIES**

- Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.



**LONDON BOROUGH OF LEWISHAM**

**PERSON SPECIFICATION**

**Title: OFFICE MANAGER**

**Grade: SO1**

**School: EDMUND WALLER**

**Section: SCHOOL OFFICE**

**Reports to: SCHOOL BUSINESS MANAGER**

**EXPERIENCE (Essential Requirements)**

- Several years experience working in office environment at a senior level

**QUALIFICATIONS/TRAINING (Essential Requirements)**

- NVQ Level 4 or equivalent qualification or experience in relevant discipline
- Excellent numeracy/literacy skills

**KNOWLEDGE/SKILLS (Essential Requirements)**

- Effective use of specialist ICT packages (MS Office, Scholarpack, ParentPay)
- Use of specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice/legislation
- Ability to organise, manage and motivate other staff
- Ability to plan and develop systems
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities