

## Job Description

<b>School:</b>	<b>Greenfield Pre-School</b>
<b>Job Title:</b>	<b>Office Manager</b>
<b>Grade:</b>	Grade 8, pp 20-23
<b>Post Number:</b>	
<b>Responsible To:</b>	Executive Head teacher
<b>Leads and responsible for:</b>	Pre-School office staff
<b>Key Relationships/ Liaison with:</b>	Head teacher and Senior Leadership Team (SLT)

### Job Purpose:

The Office Manager is the key administrator for the pre-school. They work to assist the Head teacher and Early Years teacher in their duty to ensure that the school meets its educational aims.

The post holder will be required to implement sound administration and financial procedures within the school, ensuring all procedures are carried out effectively and efficiently, and provide as required, support for Early Years staff. To carry out other administrative tasks as designated by the Head teacher/Early Years teacher/School Business Manager.

### MAIN DUTIES AND RESPONSIBILITIES:

1. Manage the pre-school administrative function and lead administrative support staff.
2. To be the first contact point in school for parents, pupils and visitors, maintain the visitor log and ensure compliance with safeguarding guidance. Ensure the effective management of the pre-school diary, telephone calls, email communication and enquiries in person and via the school website/social media.
3. To manage the collection, collation and manipulation of a wide range of information. Maintain paper and computer based recording systems including Parenta, SIMs, FMS, OTrack and others as required.

4. Manage all secure electronic transfer of pupil data ensuring compliance with data protection legislation. In addition, comply with the requirements to complete the Early Years census.
5. Maintain records for Free Early Education Entitlement (FEEE) government funded session and complete all necessary returns to the local authority. Ensure all pupil registrations are completed accurately and on a timely basis and the statutory requirements for eligibility to funding are complied with and evidenced.
6. Prepare information for publications and returns for the DfES, LA and other agencies and stakeholders within statutory guidelines.
7. Generate accurate and timely invoices to parents and ensure the collection of payments, pursuing outstanding invoices according to the school's policies. Liaise with the Greenfield Primary School office to reconcile payments from childcare voucher/tax free childcare schemes or others. Deal with enquiries from parents promptly.
8. Provide accurate and complete financial reports from the pre-school's software to the Head teacher and external bursar. Liaise with the school office to reconcile monies received and paid out, including the accurate recording of deposits received and returned.
9. Assist the Head teacher and external bursar, with the preparation of the school's annual budget by providing all documents relating to the pre-school financial position and review month end budget balances with the bursar/SBM.
10. To manage the process of receipt, record and reconciliation of all monies from parents, ensuring this is stored securely on site and banked in a timely fashion in line with Greenfield Primary School finance policy and procedures.
11. To ensure that all ordering processes for resources, materials and equipment are completed fully and accurately, in line with the agreed procedures to ensure that resources are available when needed but that ordering is tightly monitored.
12. Working with the Greenfield Primary School office, ensure all LCC personnel procedures, maintenance of sickness returns and recruitment administration and staffing issues are dealt with to deadlines and in accordance with conditions of service, personnel policies and procedures.
13. To manage the staffing requirements of the pre-school ensuring the Early Years framework ratios and requirements are met, proactively managing and sourcing cover for sickness, holiday and other absence.
14. Use media, website and other activities to develop reputation and standing of the pre-school within the local and wider community

## **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

## Person specification



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	Essential	Desirable	How assessed
<p><b><u>Qualifications</u></b></p> <p>Educated to Level 4 (A Level, HND, BTEC or equivalent in an appropriate discipline) e.g. Finance, Business Management, HR</p> <p>Certificate in School Business Management</p>	✓	✓	App/Doc
<p><b><u>Experience</u></b></p> <p>Administrative and operational planning and management.</p> <p>Good financial management practices, budgetary control and reporting.</p> <p>Experience of leading and motivating others.</p> <p>High degree of IT capability – SIMS, FMS, MS office, able to interpret MI reports/spreadsheets and databases.</p> <p>Use of specialist nursery software.</p> <p>Experience of website updating and social media communications.</p> <p>Marketing and promotional activities.</p> <p>Relevant experience within the context of the role.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	App/Ref
<p><b><u>Knowledge</u></b></p> <p>Knowledge of LA procedures/policies, FEEE and government funding scheme</p> <p>Health and Safety legislation and practice.</p>	<p>✓</p> <p>✓</p>		

	Essential	Desirable	How assessed
HR legislation and practice.	✓		
Understanding of current Education context, DfE and Early Years Framework.	✓		
<b><u>Skills/Attributes</u></b>			
Good organisational skills and the ability to develop efficient and effective working practices.	✓		
Excellent communication skills, both spoken and written.	✓		
Ability to use data to support decision making.	✓		
Flexible approach to sudden changes of plan, with the ability to re-prioritise if needed.	✓		
Diplomacy, tact and discretion.	✓		
The ability to work both independently and as part of a team.	✓		
The ability to work under pressure and to deadlines.	✓		
<b><u>General Circumstances</u></b>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)