

## **Job Title: Office Manager – St Vincent de Paul Catholic Primary School**

### **Basic Job Purpose:**

To oversee and manage the **school office and reception**, ensuring efficient operations while supporting the **Headteacher and Governors** in financial management, personnel administration, and strategic planning for the school's effective running.

### **Main Responsibilities:**

#### **Office Management & Administration:**

- Prioritise and manage the flow of work in the **school office** to meet deadlines.
- Supervise school office staff, ensuring **motivation, development, and effectiveness**, including **annual performance reviews**.
- Provide **word processing, clerical, and secretarial support** for school communications.
- Maintain and update **Staffroom notice boards, stationery supplies, and pro-forma documents**.
- Administer **new pupil admissions processes**, ensuring communication with parents and relevant authorities.

#### **Finance & Business Management:**

- **Manage financial operations** of the school, including **budget preparation, forecasting, and compliance with LMS Regulations**.
- Prepare **statements and financial records** for audits and statutory reporting.
- Act as **Systems Manager** for **SIMS and administrative networks**.
- Provide **financial data and reports** to the Headteacher and Governors.

#### **Personnel & Compliance:**

- Administer **staff employment regulations**, ensuring compliance with HR policies.
- Oversee **day-to-day personnel procedures**, including recruitment, contracts, and staff welfare.
- Maintain **statistical and regulatory reports** for submission to Council, Ofsted, and DfE.

#### **Facilities & Site Management:**

- Liaise with **caretaking staff** for maintenance, security, health and safety including risk assessments, and site management.
- Oversee educational visits and EVOLVE.
- Work with **School Meals services** to maintain up-to-date **Free School Meals records**.
- Develop the use of **technology within the office** to enhance administrative efficiency.

#### **Additional Duties:**

- Offer **administrative support for Governors' meetings and school parent associations**.
- Undertake additional tasks as directed by the **Headteacher/Governing Body**, in line with school policy.

This combined role ensures the **smooth operation** of the school while maintaining **effective financial oversight, personnel and site management, and administrative excellence.**