



Morley Memorial Primary School

Job Description and Person
Specification

**Deputy Office Manager with
responsibility for HR**

October 2018

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of Deputy Office Manager with responsibility for HR at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form to office@morley.cambs.sch.uk by Monday 26th November at the latest.



Job Description

Post Title	Deputy Office Manager with responsibility for HR
Salary	Range Level 2 Scale 4 point 18 - 21 (£18,870 - £20,540 FTE, to be pro rated for term time working)
Hours of Work	37 hours per week during term time, starting at 8.30am each day Mon-Fri, plus approx. 3 days during the school holidays
Responsible to	Office Manager Business and Community Development Manager Headteacher

Supervisory responsibilities: Office staff in the absence of the Office Manager

Purpose of the job:

- To support the work of the Headteacher, Deputy Headteacher and Business and Community Development Manager as required
- To ensure the smooth running of the school office in the absence of the Office Manager
- To assist the Office Manager in providing effective management of the school finances where required
- To play a part in providing a welcoming, professional reception and the efficient execution of administration and clerical tasks
- To contribute to effective safeguarding processes

Main Activities and Responsibilities:

Finance

- In the absence of the Office Manager, supervising the computer financial systems ensuring that the necessary back ups are made
- To assist the Office Manager with aspects of payroll work as required
- To maintain staff sickness and absence records on both the SIMS and payroll systems

- Any other finance related task which may be delegated by the Office Manager from time to time

PA to the Head and Deputy Headteacher

- To undertake other duties delegated or requested by the Head or Deputy Headteacher as appropriate to the grade of the post

Other Office support

- To assist with the organisation, coordination and delivery of facility management services
- To receive and assist visitors on behalf of members of staff
- To record health and safety incidents
- To ensure that all communication (by phone, fax, e-mail, in person) is delivered to the standard required by the school and the Local Authority

Pupil Database

- To maintain the school pupil database (SIMS) and ensure that it is accurate and up to date
- To help with the preparation of accurate statistical returns and reports on a timely basis
- To ensure regular back ups are undertaken in the absence of the Office Manager
- To monitor and maintain an accurate computer record for pupil attendance
- To ensure that the Local Authority is informed on a regular basis of attendance information through the issuing of reports in conjunction with the Education Welfare Officer

Staffing

- To be responsible for booking daily supply cover for teaching and non-teaching staff, as requested
- To assist with the recruitment and selection process for all staff (except the Headteacher) as required by the Office Manager
- To assist with the work required when appointing new staff and create files to maintain efficient and up to date information on all staff
- To help maintain staff records, treating them in confidence, notifying the school's personnel or payroll provider of changes, as appropriate
- Ensure that all staff meet their post recruitment criteria including DBS clearance, liaising with the Local Authority DBS team

- To assist the Office Manager in ensuring that new staff have completed the correct forms (including those for payroll) for example, occupational health check, police check, references etc and that these are filed correctly and/or submitted promptly to the appropriate bodies
- To maintain the daily signing in sheets and other related safeguarding procedures
- To maintain daily absence records for all staff
- To keep up to date emergency contact details/records for all staff
- Maintain the Single Central Record
- To ensure that supply teachers' timesheets are accurate and signed and sent to the relevant agency
- To line manage all administrative support staff in the absence of the Office Manager and participate in their performance management in line with the school's agreed systems

Administrative support

- To take the lead in the administration of new admissions
- To act as the admission officer for new pupils in accordance with the agreed procedures
- To send out brochures and application forms for secondary school transfers and to transfer pupils' files as appropriate
- To produce and keep up to date staff and class lists
- To ensure that letters, newsletters, reports and other documents, required by the Headteacher and other teachers, are produced as appropriate
- To hold and supply postage stamps
- To ensure that stocks of all office stationery ie headed paper are maintained
- To use and maintain a variety of machines in the course of administrative work including the photocopier, answerphone, facsimile and computer equipment, tackling problems personally or referring them to service engineers
- To manage the administration of school trips
- To promote the school to the parents and the wider community by ensuring the school website is up to date and through the dissemination of reports, the prospectus, regular newsletters and any other relevant information

Other support

- In conjunction with the Office Manager, to liaise with the Business and Community Development Manager and the school's premises consultant (PCM) to ensure clear records are kept and the school is in compliance with related legislation
- To ensure safeguarding systems and procedures are implemented consistently and effectively

- To participate in and contribute to school working groups, if and when required

Other duties and responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scale and taking personal responsibility for professional development in discussion with the line manager
- To undertake other reasonable duties commensurate with the grade of the post

Conditions of service

- The conditions of service are governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the school governors

Commensurate statement and Equal Opportunity

- The post holder will undertake any other duties required commensurate with the grade and seniority of the post. S/he will be expected to undertake all duties in the context of and in compliance with the Local Authority's equal opportunities policies.

Morley Memorial Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

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Deputy Office Manager Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">● GCSE Maths and English● Previous experience of working in an office environment	<ul style="list-style-type: none">● Previous work in a school office● Educated to A level or

	<ul style="list-style-type: none"> • Successful DBS and safeguarding clearance 	<ul style="list-style-type: none"> • degree standard • A paediatric First Aid qualification (if one is not held, a willingness to undertake this training)
General skills / experience	<ul style="list-style-type: none"> • Demonstrate initiative and ability to work on your own as well as part of a team • Ability to prioritise workload, possessing excellent time management and organisational skills • To be able to work under pressure and meet multiple deadlines whilst still ensuring the accuracy of your work • Maintain confidentiality at all times • Have well-developed inter-personal skills and be able to communicate effectively to a range of audiences (other professionals, staff, parents etc) in different settings (in person, on the telephone, by e-mail etc) • Committed to high standards in all areas of working life, combined with a desire and ability to promote the values and ethos of the school • Demonstrate resilience, determination and a positive outlook • Approachable, empathetic and punctual • Fluent in written and spoken English 	<ul style="list-style-type: none"> • Knowledge and experience of procedures relating to child protection, health and safety and confidentiality
Management skills	<ul style="list-style-type: none"> • An ability to motivate others and model a “can do”, flexible attitude 	<ul style="list-style-type: none"> • Experience of supervising staff
IT skills	<ul style="list-style-type: none"> • Confident and highly competent in use of IT and Microsoft Office software 	<ul style="list-style-type: none"> • Experience of using school specific software such as SIMS, FMS etc • Experience of website maintenance/development
Finance / HR skills and experience	<ul style="list-style-type: none"> • Demonstrate good numeracy / basic finance experience in previous roles 	<ul style="list-style-type: none"> • Experience in school finance, book-keeping or demonstrable equivalent experience

		<ul style="list-style-type: none">• Familiarity with payroll systems
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