



Nailsworth C.E. (C) Primary School,

Nympsfield Road,

Nailsworth, Glos.

GL6 0ET.

01453 832382

SCHOOL-BASED OFFICE MANAGER JOB DESCRIPTION

NAILSWORTH COFE PRIMARY SCHOOL

GRADE: 6

MAIN PURPOSE

This role delivers day-to-day operational management at school level, implementing systems and processes directed by the Federation School Business Manager.

The School-Based Office Manager is responsible for operational execution, administration and local coordination, and supports—but does not duplicate—the strategic leadership role of the Federation School Business Manager.

DUTIES AND RESPONSIBILITIES

FINANCE ADMINISTRATION

- Maintain and operate the Chart of Accounts on a day-to-day basis, ensuring accurate coding of all transactions in line with Federation financial procedures.
- Daily processing of orders, invoices, payments and receipting.
- Manage petty cash, banking and local reconciliations.
- Prepare accurate financial data and supporting documentation to enable strategic budget monitoring by the Federation School Business Manager.
- Chase suppliers and resolve invoice queries.
- Act as authorised signatory for delegated financial authority.

HR & STAFFING ADMINISTRATION

- First point of contact for absence reporting and staff attendance.
- Process all starter/leaver paperwork and ensure documents reach the Federation School Business Manager for contract and payroll management.

Executive Headteacher – Mrs Sarah Broadbent BEd NASENCo NPQEL

Email: npsadmin@heartwoodfederation.co.uk Website: www.nailsworthschool.org.uk

- Maintain local SCR records (with School Business Manager auditing/strategic oversight).
- Organise cover and supply in response to daily staffing needs.
- Support and administer recruitment processes as directed by the Federation School Business Manager or Executive Leadership Team.

ADMINISTRATION & RECEPTION

- Front-of-house duties, phone calls, emails and parent enquiries where required.
- Manage pupil administration (admissions paperwork, registers, communications) where required.
- Maintain inventories and support asset checks.
- To complete admin associated with staff contracts, payroll processes and personnel administration as directed by the Federation School Business Manager or Executive Leadership Team.
- Ensure all DBS checks and HR safeguarding procedures are compliant as directed by the Federation School Business Manager or Executive Leadership Team.

OPERATIONAL PREMESIS SUPPORT

- Coordinate and log site and maintenance issues and ensure timely operational response, escalating significant concerns to the Federation School Business Manager.
- Allow contractor access and keep daily site records.
- Report emerging issues to Federation School Business Manager and Executive Headteacher.

MIS & DATA

- Maintain pupil and staff information on MIS systems.
- Prepare census documentation under Federation School Business Manager oversight.
- Run routine attendance and performance reports.

LINE MANAGEMENT

- Line manage School-Based Administrative Team, School-Based cleaning team (if applicable) & School-Based Site Manager (if applicable).
- Conduct appraisals for line-managed staff.

GENERAL DUTIES

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- Implement and follow Federation-wide systems and procedures set by the Federation School Business Manager, ensuring consistency and compliance.
- Escalate financial, operational or compliance risks to the Federation School Business Manager in a timely manner, recognising the strategic accountability of the role.
- Support safeguarding processes by ensuring documents are collected and logged.
- Support communications, website updates (content only), and school office organisation.
- Escalate risks or concerns to the Federation School Business Manager or Executive Headteacher.

OTHER AREAS OF RESPONSIBILITY

- Seek professional development and training to meet own needs and engage purposefully in CPD directed by the Federation School Business Manager or Executive Leadership Team.
- Safeguard and promote the welfare of children and young people, and follow school and Federation policies.
- Take a role in Safeguarding pupils understanding that it is 'everybody's responsibility'.

OTHER

- To have professional regard for the ethos, policies and practices of the Federation and individual schools, and maintain high standards in your own attendance and punctuality
- Carry out any such duties as may be reasonably required by the Federation School Business Manager or Executive Leadership Team.

Line Manager: Federation School Business Manager

Postholder's signature:

Date: