

# ST AIDAN'S

Voluntary Controlled  
PRIMARY SCHOOL

Albany Road  
London N4 4RR

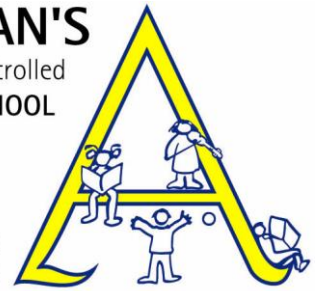
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Headteacher: Kate Stevens



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## Office Manager

Title of Post: Office Manager

Salary Scale: Scale 6 Point 18 - 20 Pro Rata

Hours: 37.5 hours a week, term time only + 1 week

Report to: Head Teacher

### MAIN PURPOSE OF THE JOB

*To work under the guidance of senior staff to be responsible for undertaking administrative, financial, and organisational processes within the school.*

### Organisation

- Deal with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events, etc.
- Train and develop administrative staff as appropriate

### Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT-based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies, e.g. DCSF
- Undertake the administration of Payroll systems



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<b>Resources</b>
<ul style="list-style-type: none"><li>• Operate relevant equipment/complex ICT packages</li><li>• Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required</li><li>• Manage uniform/snack/other 'shops' within the school</li><li>• Provide advice and guidance to staff, pupils and others</li><li>• Undertake research and obtain information to inform decisions</li><li>• Assist with procurement and sponsorship</li><li>• Assist with marketing and promotion of the school</li><li>• Manage administration of facilities including use of school premises</li><li>• Undertake a range of financial administration procedures</li><li>• Assist with the monitoring and evaluation of budgets</li><li>• Administer expenditure within an agreed budget</li></ul>
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Comply with and support the implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li><li>• Be aware of and support difference and ensure equal opportunities for all</li><li>• Contribute to the overall ethos/work/aims of the school</li><li>• Establish constructive relationships and communicate with other agencies/professionals</li><li>• Attend and participate in regular meetings</li><li>• Participate in training and other learning activities and performance development as required</li><li>• Recognise own strengths and areas of expertise and use these to advise and support others</li></ul>

**Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line-managers which seeks to acknowledge success, resolve problems and identify training/development needs.



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### Person Specification

<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of development, management and operation of administrative systems</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ3 or equivalent qualification or experience in relevant discipline</li><li>• Very good numeracy/literacy skills</li></ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"><li>• Effective use of ICT and other specialist equipment/resources</li><li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li><li>• Very good ICT skills</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li></ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• Commitment to the implementation of the school's equal opportunities policy</li></ul>
<b>Continuing Professional Development</b>	<ul style="list-style-type: none"><li>• Willingness to undertake additional training/staff development as appropriate</li><li>• Ability to reflect on your own professional practice</li></ul>