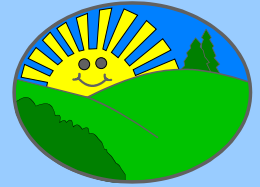




SHINFIELD INFANT AND NURSERY SCHOOL



Everyone shining in their own field



Shinfield Infant and Nursery School

School Green

Shinfield

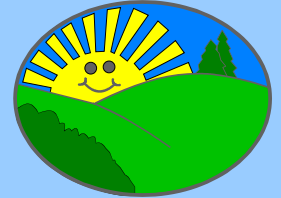
Reading

RG2 9EH

www.shinfieldschools.co.uk



**Job advertisement for
Office Manager
Shinfield Infant and Nursery School**



Required September 2024 - Permanent

37 hours per week, term time only

Part-time considered

Grade 6 SCP Range 18-24 (£29,269 - £33,024 p.a. FTE) depending on experience

Keen to apply your transferable office skills to a school environment and make a real difference to the lives of our amazing young people?

You may be from an administrative, office management, finance or HR background but most importantly you will relish the challenge of a fast paced, diverse role where no two days are the same. A highly organised, pragmatic problem solver, calm under pressure with the ability to lead and effectively influence others, you will have excellent communication skills and enjoy the varied daily interaction with staff, parents and of course our children!

As Office Manager, you will be an invaluable part of our school community who can create a happy, efficient and effective working environment.

The successful candidate will be:

- Responsible for the management of the school's office, IT, Health and Safety, premises and data protection functions.
- Responsible for human resources administration.
- An approachable, committed, proactive and flexible team player

Shinfield Infant and Nursery School is a friendly, busy infant school located on School Green in the centre of Shinfield.

If you have any questions or would like to arrange a visit, please contact Nicky Lauchlan (Headteacher) on 0118 988 3389 or email head@shinfield.wokingham.sch.uk.

An application pack can be found on the school website www.shinfieldschools.co.uk

Closing date: Tuesday 7th May 2024

Interviews: Tuesday 14th May 2024

Shinfield Infant and Nursery School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham,



JOB DESCRIPTION

Office Manager

Salary: Grade 6 SCP 18-24 (specified in contract)

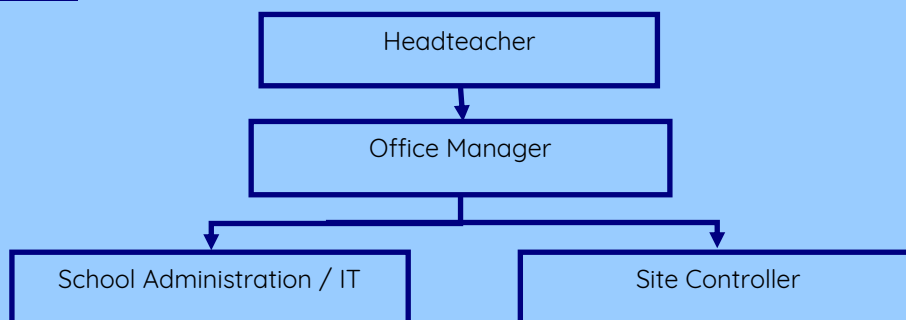
Hours: 37 hours per week, term time only

Reporting to: Headteacher

Job Purpose

- To be responsible for overseeing the daily administration of the school office including line managing administrative and premises staff.
- To be responsible for the management of the school's HR administration.
- To work in conjunction with the Headteacher to ensure the efficient and effective management of the premises.
- To act as Data Protection Officer.

Organisation Structure



HR

- To effectively deal with all HR administration in conjunction with the Headteacher.
- To maintain personnel records.
- To manage the procedural arrangements around the appointment and resignation of staff.
- To manage pay and conditions for all staff and issue contracts of employment.
- To update and maintain the school's Single Central Record.

Health and Safety

- To be responsible for the maintenance and security of the school site, buildings and facilities—ensuring compliance and servicing of equipment.
- To act as Emergency Coordinator in case of fire.
- To help monitor the school's Health & Safety Policy in order to comply with legislation.
- To oversee the use of the school by outside hirers and the administration arrangements for lettings, including the annual review of letting charges.
- To liaise with the school's catering and cleaning contractors to ensure operational needs of the school are met.

JOB DESCRIPTION continued

Risk Management

- To maintain and update school risk register in accordance with Trust policies.
- To manage and update school Risk Assessments in conjunction with Headteacher.

Data Protection

- To act as Data Protection Officer for the school, ensuring compliance with the requirements of General Data Protection Register (GDPR).
- To maintain GDPRiS in respect of all relevant data protection issues.
- To deliver annual training to staff to cover relevant aspects of data protection at school.

General

- The Office Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Any other duties reasonable required by the Headteacher.
- Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.
- This job description is current but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

PERSON SPECIFICATION

Qualifications and Experience

- Good general education, with a minimum of English and Maths GCSE C grade or higher, or equivalent
- Experience of working within a school office, previous experience as an administration manager desirable
- Competent user of Microsoft Office systems
- Experience of administrative record-keeping
- Knowledge of Arbor software desirable but not essential.

Skills and Abilities

- A working knowledge of procurement, facilities management, contracts & services, health & safety and data protection
- Knowledge and understanding of Freedom of Information, Data Protection and of confidentiality issues
- An ability to use initiative, delegate tasks and manage own workload to meet deadlines with a meticulous eye for detail
- Excellent written and verbal communication to a variety of audiences
- Able to identify and manage potential risk
- Able to lead projects
- Empathy and respect for children, parents/guardians, colleagues and their needs
- Flexible, approachable, committed and resourceful
- Commitment to high educational, professional and personal standards
- Ability to take responsibility, organised and calm under pressure
- Act with integrity, honesty, fairness and confidentiality
- Ability to work independently as well as work collaboratively with other team members
- A commitment to the principles of safeguarding.



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