

# Steeple Morden Church of England Primary School

## Office and Premises Manager Job Description

**Job Title:** Office and Premises Manager

**Responsible to:** Headteacher

**Job Purpose** To be responsible for the smooth running of the school office, pupil administration, parent communication and ensure the school is compliant with DfE, and LA with regards to premises, facilities, Safeguarding administration, policy management, GDPR and H&S.

### KEY RESPONSIBILITIES

- To manage and cover the front desk as required and undertake all related duties
- Ensure the effective administration of all pupil data and communications including new starters and leavers
- To manage and maintain the school website
- To oversee the production of the weekly school newsletter
- To ensure all safeguarding procedures are in place and adhered to, in consultation with the Finance and HR Manager, particularly in ensuring all DBS checks are completed in a timely and complete manner and maintenance of the school's Single Central Record (SCR) in accordance with agreed principles & formats.
- To assist in the recruitment and, induction of all staff to ensure full compliance with safer recruitment procedures including Prevent.
- To monitor and manage contracts, tenders and agreements including authorising invoices to ensure all contracts are maintained to the highest quality and provide the school with value for money. Negotiating prices or terms when required and supplying readings where required (OVO, FIT and Equans).
- To work alongside governors (particularly the named H&S Governor) to ensure H&S issues specific to the school are addressed and monitored, ensuring that the School complies economically with all Health & Safety regulations.
- To provide a property management service, ensuring that all maintenance and repair tasks are dealt with promptly and economically, that potential problems are identified ahead of time, supporting the planning and implementation on site of new capital and refurbishment projects and ensuring timely ordering and provision of utilities and oil.
- To work alongside administration and site staff to support the day to day smooth running of the school

- To assist the head teacher in producing/updating the Equality plan ensuring the school meets current legislation and LA guidelines.
- To support the Headteacher to prepare a disaster recovery/resilience plan and be aware of its place within the management procedures of the school. To regularly update the plan and review for effectiveness.
- To produce updates/reports to the Governing Body and premises related matters and future projects.
- With the Finance and HR manager, maintain the schools inventory of electrical and valuable items as part of a complete Fixed Assets Register.
- To maintain and manage the effectiveness of the kitchen equipment and operation and to ensure that all H&S compliance is undertaken.
- To ensure the school is compliant with food hygiene regulations including DfE school food standards and “The School Food Plan” guidelines.
- To be responsible for the administration of GDPR processes in school and monitor to ensure we are adhering to all data protection guidelines.
- To manage the review of school policies and support the updating of policies where required and maintain a register and reference point for all school policies.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Prepare the pupil Census in line with DfE guidance for Headteacher to review and approve, once completed submit this termly within the required timescales as published by the Dfe.
- To undertake any other duties of a similar level and responsibility as may be required.