



Job Description

This document summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the school, in consultation with the postholder.

SALARY: NJC GRADE 6, points 9 - 12
£26,409 - £27,711 per annum (£23,260.23 - £24,407 pro rata) +
additional responsibility payment for DSL position

HOURS: Full-Time, Term Time Only (Plus two additional weeks to include
INSET days)

8:00 am – 4:00 pm Monday to Thursday 8:00am – 3.30pm Friday
37 hours per week with 30 minutes lunch (unpaid)

LOCATION: Clapham and Patching CofE Primary School The
Street
Worthing
West Sussex BN13 3UU

Head of School: Justine Chubb

Job Title: Office Manager / Designated Safeguarding Lead**Accountability: Reports to Head of School**

This appointment is based at Clapham and Patching CofE Primary School, which is part of the South Downs Education Trust (SDET).

Qualifications required

- Educated to GCSE Standard (A*-C), including English and Maths
- First Aid (desirable) or willing to undertake
- Trained in safeguarding

Personal characteristics

- Strong interpersonal and communication skills
- Proactive and helpful attitude
- Attention to detail
- Able to work under pressure
- Ability to deal with confidential information in a discreet trustworthy manner
- Ability to make well informed decisions under pressure

Skills, Knowledge and Experience

- Experience of working in a school (essential)
- Experience of working with children
- Experience of line managing staff
- Experience of developing and management of relevant administrative/finance procedures.
Ability to communicate positively with staff and parents/carers both verbally and in writing
- Excellent phone and written manner
- Experience of facilities management and Health and Safety requirements
- Ability to act decisively and confidently under pressure
- Good organisational skills and ability to prioritise work
- Experience of using SIMS or a similar School Information System
- A good knowledge of Google, Microsoft Office, including Word and Excel
- Experience of using DfE portal (sign in functions)
- Knowledge of safeguarding legislation, systems and procedures
- Experience of safeguarding referrals and working with outside agencies

Job Description

Office Management

- Plan, develop, organise and monitor various support systems and procedures across the school
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others
- Liaise with other staff, pupils, parents/carers and external agencies
- Manage/supervise administrative staff
- Oversee arranging any cover requirements due to staff absence
- Maintain recording and information systems, including personnel staff and finance systems (SIMS and FMS)
- Produce and respond to varied correspondence
- Help administrate the school's financial processes
- Monitor service contracts, school licences and insurance including SLAs with local schools, the Trust and WSCC
- Contribute to marketing and promotion of the school including helping update the school website
- On a day-to-day basis, welcoming visitors, answering telephone calls and answering/forwarding emails as appropriate
- Assist Head of School with administration of Breakfast club
- Help organise and plan open mornings and events
- Monitor attendance registers and input SIMS data as necessary, checking for any pupil absence and contacting home if they have not phoned in before 9.30am. Assisting Head of School monitoring and improving school attendance

HR/ Recruitment

- Assist Head of School with job adverts/descriptions and planning interviews
- Carry out pre-employment checks, including DBS, Occupational Health and references
- Ensuring all staff training is up to date
- Dealing with staff requests for absence liaising with the Trust
- Oversee the induction and recruitment processes for new staff with the support of SDET
- Undertake some analysis and interpretation of data and produce detailed reports for the Trust and Head of School

Safeguarding

- Operate and administrate bespoke school information management systems such as SAS Insurance portal and CPOMS
- Ensure that confidentiality is paramount and any child protection issues are addressed
- Responsible for completion and submission of DFE/ESFA and other organisational forms, returns etc., including those to outside agencies
- Attend safeguarding meetings and make safeguarding referrals
- Oversee CPOMS safeguarding system
- Work with outside agencies to assist safeguarding procedures
- Maintain the SCR for the school

Health & Safety

- Act as the day-to-day Health and Safety Officer, liaising with Head of School and Facilities Officer

Flexibility:

- Any other duties required to assist with the smooth running of the school.
- To deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

March 2025