

## Job Description

<b>Job Title:</b>	Office Manager
<b>Salary:</b>	2020 Scale 7 (Points 19 - 24) – 37 hours per week 41 working weeks (term time plus insets plus 2 weeks)
<b>Reporting to:</b>	Principal, Head of School Primary, Head of School Secondary
<b>Job Purpose:</b>	To be responsible for the management of all office staff.  To be responsible for the administration of day to day Finance, Premises & Health & Safety and MIS

### Part One: Finance

- To ensure that the financial transactions in the schools are carried out in an appropriate manner and that the financial regulations of the Trust are adhered to by all staff.
- To ensure all financial administration, income and expenditure, is undertaken in a timely and accurate manner.
- To record all income received on the financial accounting system
- To organise the preparation and distribution of departmental cost centre reports and to liaise with and assist departments with regard to monitoring of expenditure
- To assist the Trust Finance Manager where required with queries relating to errors/discrepancies, bank reconciliation and other financial matters
- To liaise with Catering Manager and to record all catering income on the finance accounting system which includes processing journals in line with the invoices from the catering contractor
- Administer staff and pupil free meals against the catering account
- To liaise with the Premises Manager to ensure the school calendar is up to date for the letting of the school premises.
- To provide a monthly analysis to the Senior Finance Lead of the income received for lettings.
- Ensure all outstanding orders are carried forward or cancelled
- Check all creditors and ensure all invoices are recorded on the year end spreadsheet for auditors
- Collate all information requested for year end as instructed by the SFL
- Create and issue Parent Pay logins to all new students in a timely manner
- To manage effective systems of internal control and ensure all ICE/ external audit recommendations are implemented
- Ensure all orders are processed in line with the budget allocations and best value has been applied.
- Prepare and implement Fixed Asset Accounting including the management of contracts information.
- Maintain the Assets Register and the Register of Business Interest
- Reconciliation of all trips, music tuition, catering income etc.
- To check costings and financial arrangements prepared by trip/event co-ordinators for all school trips and activities
- To provide the trips/event co-ordinator with reports to enable and assist them in reconciling the trip/event
- To assist the trip/events co-ordinator in the organisation and booking of services as required
- To ensure that invoices for agency supply staff are reconciled to work completed prior to payment.

- Raise sales invoices where necessary and ensure payments are collected on time.
- Along with the Principals, assist the Senior Finance Lead (Secondary), in the preparation of the annual budget for approval by the Local Governing Body and Trustees.
- Investigate and support grants and fundraising opportunities available to maximise income generation.
- To set up and monitor annual orders/service contracts (e.g. telephone, grounds maintenance, leases) on the financial accounting system and PS Assets.
- To act as the school link with the catering company
- Assist and be the main contact for, internal and external auditors in the schools' audits.
- To provide the CFO the requested information for the completion of statutory financial returns.

## **Part Two: Cover**

- To organise and administer the daily 'cover' arrangements for those staff who are not available for their normal teaching commitment
- To ensure that the daily cover system operates equitably and fairly and to keep accurate records
- To record staff absences and make the Heads of School aware of any significant issues and arrange cover as required.
- To engage supply teachers for the purpose of covering staff who are unavailable to teach
- To advise staff as to the availability of alternative rooms when necessary

## **Part Three: Administration and MIS**

- To be responsible for the management of the administrative support function, ensuring the provision of an effective and efficient service.
- To plan and monitor the work of the office. To anticipate termly demands and plan accordingly.
- To be responsible for the direct line management of office staff.
- To be responsible for professional development, appraisal and training of all office support staff including satisfactory monitoring and reporting of probationary periods.
- To be responsible for the identification (where appropriate) and allocation to support staff of new tasks
- To ensure that reception areas promote a positive and professional environment.
- To ensure the efficient and effective running of the office as one of the schools' main points of public contact as well as the centre of daily administration.
- To produce a database of standard letters, forms etc using standardised school format. To ensure office staff use standard documentation as appropriate.
- To use initiative and continually update/create documents and systems etc.
- To keep an up-to-date electronic and paper filing system, arrange production of documents, reports and communications and general admin duties.
- Ensure a professional administrative service is provided to school staff.
- To be responsible for the office email account(s). Check regularly and forward emails as appropriate to other staff members. Ensure emails are dealt with and responded to promptly. Use attachments and scanned documents appropriately.
- To manage the schools' communication tools with parents/carers.
- To maintain the school diary in Liaison with PA to the Senior Leadership Team
- To take particular responsibility for dealing with complex enquiries or difficult visitors/callers referred from reception as required.
- Ensure the school's MIS system is kept up to date and accurate and manage user access.
- To assist with administration in connection with examination results during the summer closure as may be required

- To undertake other administrative and typing duties as may be required and to cover the duties of the Principal's PA in the case of absence.

#### **Part Four – Pupil Related**

- To produce the school's termly Census ensuring it is accurate and submitted within deadlines and ensure that all SEND, FSM, CLA, Pupil Premium and Exclusion information is kept up to date on SIMS before running the returns.
- Implementation of Free School Meals procedures.
- To ensure all files and records of pupils are correct and kept up to date.
- To ensure that SIMS pupil records are kept up to date, new pupils added to the system and leavers removed at the appropriate time. Liaise with the planning and admissions department to identify places in school
- To oversee admissions including mid-year, reception, year 7 and year 11 leavers. Ensuring all new pupils are admitted correctly according to the admission criteria and all pupil records and CTF files are forwarded appropriately.
- Co-ordination of Appeals process
- Submitting end of key stage and other data using appropriate systems.
- To undertake all duties relating to pupil punctuality, attendance and general records, including detentions.
- To contact parents/guardians on a daily basis concerning student absence
- To lead upon monitoring, identifying and call back on pupil lateness.
- To keep up to date with the key information sites in relation to school administration e.g. Essex Infolink, DfE.
- To assist at school functions as required.

#### **Part Five: First Aid**

- To administer First Aid to pupils as required and managing medical conditions, allergies, food intolerances etc.
- Liaise with parents and Catering Manager as to food intolerances, allergies, medical conditions
- To take charge of the administration of all medicines in school and the creation and maintenance of student medical records.
- Ensure contents of first aid boxes comply with Health and Safety policy
- Ordering and maintenance of first aid supplies
- To oversee the arranging of escort home for sick pupils.

#### **Part Six: General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services are in accordance with the Trust's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive or exhaustive and the post holder may be required by the Principal(s) to carry out appropriate duties within the context of the job, skills and grade.

#### **Person Specification:- Office Manager**

<b>Section One: Qualifications and Experience</b>
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1.1	At least 5 GCSEs (or equivalent) including English and Maths	Essential
1.2	Professional qualification in administration/management	Desirable
1.3	Experience in some of the following areas: Finance, HR, GDPR, Office Administration, Premises & Health & Safety	Essential
1.4	Experience in working in the education sector	Essential
1.5	Experience of line management	Essential

Section Two: Knowledge, Skills and Abilities		
2.1	Ability to complete detailed and complex reports, forms and letters and undertake complex minutes	Essential
2.2	Excellent literacy and numeracy	Essential
2.3	Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description	Essential
2.4	Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with all stakeholders	Essential
2.5	Outstanding IT skills, including an ability to use a number of key platforms (Websites, Microsoft office 365, MIS and Finance systems etc.)	Essential
2.6	Excellent administrative skills and an ability to manage your own time effectively and efficiently	Essential

Section Three: Personal attributes and Qualities		
3.1	Clear values which are consistent with the trust's vision and values	Essential
3.2	Ability to engage in cooperative working to help the team achieve its goals	Essential
3.3	Ability to filter, judge and act decisively	Essential

<b>3.4</b>	Ability to operate effectively when working under pressure	Essential
<b>3.5</b>	The ability to motivate and inspire colleagues	Essential
<b>3.6</b>	Ability to develop strong professional relationships with all stakeholders	Essential
<b>3.7</b>	Excellent punctuality and attendance record	Essential
<b>3.8</b>	A firm commitment to and ability to adhere to the trust's race equality and cultural diversity policy and our equal opportunities policy in all aspects of the post	Essential
<b>3.9</b>	Have the highest levels of integrity	Essential
<b>3.10</b>	Ability to work well on your own initiative or as part of a collaborative team effort.	Essential
<b>3.11</b>	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others	Essential