

Job Description: Office Manager

Job Title	Office Manager
Grade	Band 3
Reports to	Head teacher, Trust Finance Manager/ Trust Business Director
Responsible for	<i>Office administrator</i>
Liaison with	Head teacher, Trust Finance Manager/ Trust Finance Director/ CEO/ Governors/ Contractors/ outside agencies/parents/pupils/ visitors
Job Purpose	<i>Undertake financial, personnel, pupil related and other administrative work to ensure an efficient and effective administrative service for the school</i>
Duties	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Maintain manual and computerised financial records • Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts etc • Assist the Headteacher/Governing Body in the monitoring of the budget • Produce and evaluate financial reports as required • Attend relevant management/Governor Committee meetings to offer advice as required • Identify budget irregularities • Undertake monthly reconciliation of finances • • Complete and submit financial returns • Be responsible for the security of unused cheques and other controlled stationery • Helping to ensure the school is following 'Best Value' procedures • To supervise the preparation of school monies and make appropriate arrangements for banking • Be responsible for issuing of invoices and collection of monies due to the school • Ensure preparation of orders, check full receipt, ensure payment of goods and services • Arrange journal transfers (if appropriate) • Undertake administrative tasks relating to licences held by the school • Be responsible for filing, security and retrieval of financial data, including daily and termly backup of computerised records • Ensure all financial administration is carried out in accordance with appropriate LA and school/Academies financial regulations and policies • Be responsible for maintaining the school inventory/ asset register <p><u>Personnel</u></p> <ul style="list-style-type: none"> • Maintain manual and computerised personnel records • Be responsible for all administration associated with the appointment, allocation and resignation of staff including pre-employment/Safer recruitment checks, payroll documentation and contracts • Ensure all new members of staff are aware of key policies and know where they can obtain these from • Be responsible for maintaining the Single Central Record (SCR), ensuring compliance at all times and keeping abreast of any changes /updates as advised

	<p>by DfE/ LA HR</p> <ul style="list-style-type: none"> • Be responsible for all administration arising from staff absence • Be responsible for recording, monitoring and claiming overtime and other subsistence claims • Maintain records of supply teacher employment and arrange monthly pay claims • Advise school staff on pay and other personnel related matters, taking advice as necessary <p><u>Administrative</u></p> <ul style="list-style-type: none"> • Be responsible for administration of school lettings, liaising with the caretaker and hirer as necessary • To take responsibility for dealing with complex enquiries or difficult visitors to the school • Act as confidential secretary to the Headteacher • Arrange for updating, publishing etc of school handbook, prospectus and other documents/policies, including on the website • Complete such returns as may be required by the LA, DfE etc • Provide general administrative support such as word-processing • Advise on and implement appropriate administrative systems/procedures • Oversee all data protection/ GDPR requirements making sure that the school is compliant with current legislation • Be responsible for the archiving/ safe disposal of records as per data protection/ GDPR regulations • To be responsible for the school's website to ensure it is up to date and compliant, in liaison with and the support of the head teacher/ Business director <p><u>Supervision</u></p> <ul style="list-style-type: none"> • Supervise clerical/administrative operations and prioritise work so that deadlines are met • Undertake appropriate induction and training and give advice and support to other staff • Source and provide internal/ MAT/ external support/ training for office staff as appropriate • Act as a mentor for new office staff, completing the probationary review and performance management as appropriate <p><u>Welfare</u></p> <ul style="list-style-type: none"> • Responsible for care of children who are hurt or unwell, including liaison with other staff and parents • Ensure that the H&S and well-being, intimate care and First Aid and administration of medicines policies are understood and implemented by the office team • Oversee the analysis of first aid/ accidents/ accident book and reporting to the head teacher/ governor making recommendations or taking proactive steps to improve systems & procedures • To act as a Fire Marshall and an emergency contact in the event of an unforeseen circumstance/ school emergency/ school closure • To oversee staff/ team welfare in respect of safe working practice be familiar with / or complete risk assessments as required (e.g. VDU risk assessment)
General	<p><u>General</u></p> <ul style="list-style-type: none"> • To participate in the performance and development review process, taking

	<p>personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</p> <ul style="list-style-type: none"> • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • To understand and comply with all the policies and procedures in the school, in particular: • Code of Conduct, Child Protection, Behaviour, Performance Management, H&S and Wellbeing, Emergency Policy and Procedure • Ensure that all duties and services provided are in accordance with the School'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 Headteacher to carry out appropriate duties within the context of the job, skills and grade
--	--

Person Specification: Office Manager

PERSON SPECIFICATION Admin/Clerical 'B'

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy school environment Educated to NVQ Level 3 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms clearly and accurately, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Highly effective organisational skills Ability to work accurately with attention to detail and meet deadlines
	Line Management	Ability to lead and motivate a team
	Time Management	Ability to manage own time effectively

		Able to prioritise own workload, assist team members, and meet deadlines
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures and policy
	Confidentiality/Data Protection/GDPR	Understand procedures and legislation relating to confidentiality/ Data Protection/GDPR
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance