



MANOR MULTI ACADEMY TRUST
Job Description: Office Manager
St Thomas CE Primary Academy (MMAT)

Duties & Responsibilities of Office Manager



We expect our Office Manager at Manor MAT to uphold our core values of **Integrity; Ambition, Collaboration and Inclusion**; act with honesty; keep their knowledge and skills as an Office Manager up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

Core Purpose

The core purpose of an Office Manager at a Manor MAT School is to support the business functions of our school, including financial management, health and safety, human resources, compliance and administration. They will provide the day-to-day support that enables the school to operate effectively and that allows members of the leadership team to focus on teaching and learning.

Leadership and Management

- Be responsible for directing the work of the school's administration assistant.
- Liaise with Leadership and Management Team to ensure the smooth running of the school.
- To introduce and manage systems within the administrative team
- To create, co-ordinate and assist with the recruitment process for administrative employees and other as and when directed.
- Ensure compliance/working towards compliance with the requirements of the Academic Financial Handbook. Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the SMT or leadership group accordingly.
- Take all decisions in line with the vision and values of the school, and encourage others to do the same.

Finance

- Support the Headteacher in managing the school's budget helping to ensure it is balanced, realistic, and represents an effective use of public funds.
- Oversee the effective management of financial administration procedures, ensuring compliance with Trust procedures and financial regulations.
- Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.
- Ensuring the proper collection, reconciliation and banking of any monies received in School.
- Supporting the School in the management and maintenance of an assets register and inventory.

- Maximise income generation within the ethos of the school. Ensure Best Value principles are adopted, for example, in extended school activities.

Personnel and Staffing

- To be responsible for the completion of all new starter paperwork and other documents relating to staff employment.
- To liaise with the Headteacher on personnel issues.
- To liaise with external organisations to ensure that appropriate clearance for new staff is received – medical checks, DBS clearance etc.
- To be the person responsible for monitoring staff absence, completing absence returns and sending to payroll provider and HR.
- Responsible for overseeing single central record.
- Responsible for School Workforce Census.
- Supporting the processing of the school's payroll provision with the Trust and payroll provider.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.

Estate Management

- To support the work of the Trust Estates Manager, as required.

Health and Safety

- With the Headteacher and premises team, supervise the maintenance of the school site.

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- To support in the preparation and production of all school records and publications.
- Provide administrative support for the Headteacher.
- Maintenance of the Headteacher's diary.

General

- Be aware of, and support, difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required.

General Conditions

This job description is subject to annual review. It may be amended only after full consultation with the Office Manager concerned. It will be signed if agreement is reached.

If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

Office Manager

Headteacher

Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIREABLE
Qualifications and Training	An NVQ Level 3 qualification in a related area	✓	
	A school business management or administration qualification		✓
Experience	Previous experience in a school administration environment, or in a relevant field outside education	✓	
	Line management experience		✓
	Contributing to staff development	✓	
Skills and Knowledge	Excellent attention to detail		✓
	Effective communication and interpersonal skills	✓	
	Ability to communicate a vision and inspire others	✓	
	Ability to build effective working relationships with staff and other stakeholders	✓	
Personal Qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓	
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
	Ability to work under pressure and prioritise effectively	✓	
	Commitment to maintaining confidentiality at all times	✓	
	Commitment to safeguarding and equality	✓	