



St Joseph's Catholic Primary Academy Huddersfield

Learning and serving together in the light of God's love.



Job Description

Job Title:	Business Support Office Manager
Location:	St Joseph's Catholic Primary Academy
Working Hours:	37 hours per week (Term -Time only) + 10 days
Grade Point:	Grade 9 Scale Points 23-26
Post Status:	Permanent
Responsible to:	Headteacher

St Joseph's Catholic Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The information given in this job description is intended to give both postholder and management an understanding and appreciation of the workload of this job and its role within the organisation. The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Job Purpose:

The school office manager is responsible for overseeing the daily administration of the school office including line managing administrative, caretaking and cleaning staff. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

Duties and responsibilities

Leadership

- Line manage all administrative staff, including reviewing staff performance
- Train and develop administrative staff as appropriate, engaging with third parties to support as required (e.g., health and safety)
- Line manage Caretaker and Cleaning Staff, this includes managing absence, rotas, and staff performance. Ensure training and development is in place when required.
- Line manage/Support – Kitchen Staff to ensure the efficient running of School Meals across Schools

Finance

Manage all aspects of the school budget account on the Trust Financial management system

- Recording Income and Expenditure.
- Creating BACS runs on a monthly basis to suppliers.
- Monthly bank reconciliation with support of the Trust Management Accountant.
- Manage financial administration procedures and maintain appropriate records to satisfy audits, assisting with day to day finances as required.
- Review service level agreements as well as all external contracts upon expiry

- Manage Arbor payment system – integrate payment system for School Dinners, WRAP, Trips, afterschool clubs etc. Manage parent debt on a monthly basis in conjunction with administration assistant.
- Completion and return the three termly DFE census's and the annual CES census via Arbor
- Oversee ALL resource management and procurement in school to ensure policies are followed

Personnel and HR

- Manage the recruitment process on the recruitment portal – Following the safer recruitment process at all times
- Update Single Central Record for new starters
- Keep all staffing and personnel records up to date. E.g. staff contracts, overtime claims, staff absence.
- Monitor sickness/absence effectively.
- Complete RWI for all support staff after absence and process insurance claims
- Book and record any staff training / CPD in line with Headteacher requirements

Health and Safety

- Ensure all statutory checks and audits are completed via site staff and or external providers
- Ensure all certification and records of checks are recorded on the Trust Every System.

Organisation/Administration

- Ensure the smooth and effective running of the school office and all administrative and communicative systems.
- Ensure School Website is updated with all non curriculum information – Events – Trips – School Term Dates and Required Policies
- Contribute towards the planning, development and organisation of support service systems, procedures and the updating of policies in school.
- Manage manual and computerised record/information systems including G2- ParentPay, KBS and Every (premises contract software)
- Analyse and evaluate data/information and produce reports/information/data as required.
- Provide administrative and organisational support to other staff and the governing body
- Assist with the organisation of premises repairs under the direction of the Headteacher, SLT and in coordination with the caretaker and Trust Operations Manager
- Deal with Parents via telephone / email and in person in conjunction with the administrative assistant
- Assist with marketing and promoting the school
- Facilitate school staff accessing policies (e.g. pay policy, leave of absence) and support with follow up actions as required (e.g., letter of receipt, arranging meetings within deadlines)
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The school office manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.