

Job Description

Job Title	Office Manager
Grade	H
Responsible To	Headteacher/Principal
Staff Manage	School Administrators / Senior Administrators
Job Family	Administration
Job Purpose	<p>To manage the Admin/Finance function within the school to provide an effective and efficient service to all staff, pupils and parents, ensuring the smooth running of the school on a daily basis.</p> <p>The jobholder will either have considerable direct responsibility for financial resources e.g. budget preparation, monitoring and reporting to Governors OR the Post holder will manage a team of support staff (minimum of 3), including the recruitment, allocation and monitoring of work, appraisal and training. (delete as appropriate)</p> <p>Expected to use analytical skills, initiative and experience to deal with problems as they arise</p>
Job Context	Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks that are required to be undertaken.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> ● Input information into computer systems including expenditure and profiling. ● Analyse, interpret and evaluate data and produce detailed reports as required ● Contribute to the development of administrative policies and procedures ● Manage lettings agreement and licensing provision of school premises, and be responsible for collecting, accounting and banking of all monies received and the calculation and authorisation of payments. ● Compile and submit statistical returns on a weekly, monthly, annual basis or as required by the Headteacher or LA. ● Monitor service contracts, school licenses and insurance ● Keep up to date and provide information to Headteacher, Senior Managers and Governors on relevant financial/admin matters. ● Organise room bookings and assist with the planning of school events e.g. school trips. ● Facilitate the smooth running of the school administration e.g. exclusions, admissions and leaver's paperwork. ● Handle and process computerised information, which includes staff salaries and absence management information. ● Be proactive, initiate necessary action and be able and prepared to put forward your own judgements. ● Be able to record, summarise, share and feedback information, using IT skills when necessary to do so.
Communications	<ul style="list-style-type: none"> ● Communicate information to the Headteacher, governing body, senior managers and other staff as required. This may include attendance/participation at governing body/management team meetings. ● Takes a lead role in communication within the school ● Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. ● Liaise with Headteacher, Heads of Departments, Teachers and external departments e.g. HR and Payroll.

	<ul style="list-style-type: none"> ● Manage the delivery of an efficient reception service, acting as the first point of contact and dealing with queries ● Provides advice on a variety of topics to a range of audiences e.g. Procedural advice
People/Resource Management	<ul style="list-style-type: none"> ● Support the head-teacher in prepare the annual budget and longer term spending plans and monitor the school budgets ● Manage a team of admin/finance or other support staff - Oversee and organising their workload as well as participate in the recruitment / induction / appraisal / training / mentoring of the team the post holder is responsible for. ● Responsibility for purchase and maintenance of furniture and fitting ● Check and reconcile financial records, including resolving queries. ● Prepare, organise and submit quotations/tenders, financial statements and undertake financial monitoring including reports to Governors. ● Manage the process of paying suppliers. ● Banking and accounting for school funds and other relevant funds. ● Promote the generation of income for the school, this includes advertising and monitoring the usage of facilities ● Participate in the school's performance management scheme. ● Participate in training and other learning activities and performance development as required. ● Attend staff meetings and training days and management team meetings by agreement with the Headteacher.
Safeguarding	<ul style="list-style-type: none"> ● Know about relevant Government and local guidance, policies and procedures, and how they work in the wider workforce e.g. Every Child Matters agenda. ● Adhere to data protection legislation ● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
Systems and Information	<ul style="list-style-type: none"> ● Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. ● Share information appropriately – in writing, by telephone, electronically and in person. ● Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality. ● Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures

Customer Service

- The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
- Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Office Manager	
Grade	H	
Responsible To	Headteacher/Principal	
Staff Manage	School Administrators / Senior Administrators	
Job Family	Administration	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> ● Substantial knowledge of office and admin systems ● Knowledge of health & safety regulations & procedures ● Knowledge of school procedures ● Knowledge of finance procedures for budget management ● Knowledge of procurement procedures 		
Experience		
<ul style="list-style-type: none"> ● Substantial experience in public or private sector finance/administration, with experience of computerised management information system and accounts ● Experience of managing staff ● Experience in budget preparation, management and monitoring 		
Occupational Skills		
<ul style="list-style-type: none"> ● Excellent ICT skills and ability to use the keyboard with speed, accuracy and precision ● Excellent Interpersonal and communication skills ● Advanced analytical & statistical skills ● Problem solving skills ● Highly developed organisational skills ● Project management skills ● High level of literacy and numeracy skills. ● Ability to work independently and on own initiative ● Leadership skills ● Report writing skills 		
Qualifications		
<ul style="list-style-type: none"> ● Relevant level 4 qualification in Business/Finance/Administration or equivalent 		<ul style="list-style-type: none"> ● Bookkeeping or Accounting qualifications ● Appropriate first aid training (<i>dependant on the school's needs</i>)
Personal Qualities		
<ul style="list-style-type: none"> ● Attention to detail, neatness and accuracy ● Dependability and reliability ● Ability to work successfully as part of a team & lead a team ● Confidentiality ● Ability to prioritise conflicting demands and pressures 		
Other Requirements		
<ul style="list-style-type: none"> ● Enhanced DBS clearance required ● To be committed to the school's policy and ethos. 		

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| <ul style="list-style-type: none">● To be committed to Continual Professional Development.● Motivation to work with children and young people.● Ability to form and maintain appropriate relationships and personal boundaries with children and young people.● Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline. | |
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