

# JOB DESCRIPTION: Office Manager



<b>GRADE: Grade 4 Point 12 - 15</b>	<b>RESPONSIBLE TO: Headteacher</b>
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## JOB PURPOSE:

To manage the efficient and effective running of the school office. To provide administrative support to the Headteacher. To oversee the HR, premises and H&S functions within the school and maintain records including the school's SCR. To act as point of contact for the CET Central Team.

Enhanced DBS Disclosure is required.

## GENERAL RESPONSIBILITIES

- To oversee the smooth running of the school office, delegating tasks to other members of the team appropriate to the nature/level of their posts and the requirements of the school
- To implement and uphold the policies, procedures and codes of practice of the school and Trust, including relating to human resources, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection
- To ensure that the core business (HR, Premises, H&S, SCR and GDPR) are completed to facilitate creating an outstanding learning environment for all children
- To have the overall responsibility for the line management and appraisal of all administrative staff and premises staff
- To act as the first point of contact for absence within the office/ premises and reschedule work
- To be the primary administrator of Arbor (MIS)
- To assist the Headteacher with the regular updates to policies and procedures across the school
- To oversee and delegate office functions (admissions, attendance, trip databases, dinner) so that the needs of the school are met
- To act as a point of contact with the central team, people outside the organisation, and respond to enquiries
- To prepare reports and returns to governors and CET as required
- To oversee catering provision is of high quality, including the quality of meals, hospitality and overall service
- To promote the school's ethos and support school initiatives and policies
- To stay up to date with the developments at CET, the education sector and local community and attend training and meetings required to fulfil the role
- To monitor stock levels of stationery and first aid and other stock as needed

## FINANCIAL RESPONSIBILITIES

- To liaise with the Trust Central Team to assist with Finance matters in line with the budget requirements
- To ensure that financial division of duties are adhered to within the school office team (orders and approval)
- To oversee lettings and endeavour to source additional strands of funding
- To oversee the parent payment systems
- To ensure that school money is banked in a timely manner
- To maintain the Contract Register for the school
- To maintain the Asset Inventory and ensure new purchases are added as necessary
- To oversee parental debt and seek prompt settlement

<ul style="list-style-type: none"> <li>• To oversee outside local funding sources (i.e. NSBP) and ensure returns are completed timely</li> </ul>
<ul style="list-style-type: none"> <li>• To liaise with CET on the procurement of services (i.e. Photocopying Services)</li> </ul>
<ul style="list-style-type: none"> <li>• To check deliveries of supplies against orders, follow up any discrepancies and arrange movement around the site, as necessary</li> </ul>
<ul style="list-style-type: none"> <li>• School Clubs: liaise with teaching staff and external providers to organise after school clubs; communicate information with parents via Arbor; record payments accurately on Arbor and chase any outstanding balances</li> </ul>
<ul style="list-style-type: none"> <li>• Manage the provision of Breakfast Club; ensure accurate records of income and expenditure and chase any outstanding balances</li> </ul>
<ul style="list-style-type: none"> <li>• Process discretionary grants for pupils in receipt of Free School Meals</li> </ul>
<ul style="list-style-type: none"> <li>• To be responsible for input of orders, ensuring correct processes are followed</li> </ul>

## PERSONNEL AND HR MATTERS

- In liaison with Headteacher, advertise vacancies
- Manage pre-employment checks, the collection of employee details and maintain the SCR.
- To monitor staff absence in conjunction with the HR lead/Headteacher
- To ensure that the school's census return is completed and reported.
- To be on the interview panel for recruitment of Administration Staff/Other Staff as required
- Maintain HR/Payroll MIS
- To check payroll reports and communicate anomalies to the Trust Central Team

## PREMISES MANAGEMENT

- To take the lead responsibility for the school's site and buildings including their maintenance, security, development and furnishing
- To ensure that statutory premises/H&S inspections/records are being completed and arrange for any works to be completed with external contractors in line with the development plan.
- To liaise with the central team to ensure that energy consumption is monitored and saving measures are in place.
- To take responsibility for the management of lettings
- To monitor and liaise with Grounds Contracts to ensure work is identified and completed timely and to an expected standard

## HEALTH AND SAFETY

- To act as the school's Health and Safety Officer and Fire Officer, ensure that all health and safety legislation, policies and procedures are adhered to
- To take part in Health and Safety risk assessment visits and reviews
- To write and review risk assessments
- To lead H&S Training System (I am Compliant) and ensure staff complete any relevant training
- To participate with Facilities Manager/ Caretaker on regular H&S Walkabouts and action any points identified

## GDPR

- To act as the GDPR point of contact and to liaise with Trust Data Protection Officer
- To ensure that the school complies with Data Protection, Copyright and Freedom of Information Legislation and that staff are regularly advised in these matters.
- To maintain GDPR records and monitor for compliance.
- To liaise with the Trust IT Lead to ensure that the school has appropriate IT licenses in place.
- To participate in regular GDPR Walkabouts

## OTHER DUTIES

Assist in the preparation of education visits and school activities:

<ul style="list-style-type: none"> <li>• Liaise with other members of school staff to agree what is required and when.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that communications to parents and carers are made within a timely basis via telephone or email.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide staff with up-to-date contact and medical lists for all educational visits</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor records on Evolve including risk assessments for all educational visits</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure accurate records of income and expenditure are maintained in accordance with the Trust Finance Policy</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain the website, as requested by the Headteacher.</li> </ul>
<ul style="list-style-type: none"> <li>• These duties may be varied at the reasonable discretion of the Headteacher, and post holders may be expected to undertake other duties of a similar level/nature which are considered appropriate to the level of the post.</li> </ul>

Springfield Junior School is committed to safeguarding and always promoting the welfare of children and young persons.

The Administrative Assistant, under the guidance of the Office Manager and Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the school's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

# PERSON SPECIFICATION: Office Manager

<b>Experience, Training and Qualifications</b>	<b>Essential / Desirable</b>
Literacy & Numeracy skills equivalent to Level 3 of the National Qualification & Credit Framework, or GCSE 5 or above	E
Excellent IT skills with a good working knowledge of Microsoft Office, Excel, Google Docs	E
Evident of relevant CPD e.g. SBM, Premises Management	D
Experience of working in a busy school administrative position	E
Experience of managing others	D
<b>Knowledge, Skills and Abilities</b>	
Good knowledge of safer recruitment procedures	E
Excellent knowledge of information management systems, spread sheets and databases	E
Excellent communication skills both verbally and written	E
Ability to work constructively as part of a team	E
Ability to produce management and statistical information clearly in a way that can be understood by others	E
Excellent and meticulous organisational skills with the ability to work at pace, multitask and prioritise	E
High levels of accuracy with strong attention to detail	E
Proactive in your approach to improving processes and introducing efficient and effective systems.	E
A good understanding of the premises needs of a school and the ability to accurately track and monitor the statutory works.	E
Awareness of premises requirements, e.g. asbestos registers, working at height	E
Understanding of equal opportunities and inclusion in a school setting and how it applies	E
Commitment and understanding of General Data Protection Regulations and how they would apply in the organisation and within the role	E
Commitment to the highest standards of child protection and safeguarding	E
<b>Personal Qualities</b>	
Able to work flexibly as the workload demands	E
Able to maintain issues of confidentiality within the working environment	E
Ability to show initiative and prioritise own work even when under pressure.	E
Willing to consent to apply for an enhanced DBS with barred list check.	E
Able to work flexibly to support others and respond to unplanned situations	E
Commitment to the highest standards of child protection and safeguarding.	E