

## Job Description

<b>Job Title:</b>	Office Administration Manager	<b>School Name:</b>	Goodrich Primary School
<b>Grade and Range:</b>	Grade 7 scp 14 - 25	<b>Hours:</b>	36
<b>Reports to:</b>	Headteacher / School Business Manager / Deputy Business Manager	<b>Working Pattern:</b>	8:00am-4:00pm Monday-Friday Term Time + 1 week
		<b>Supervises:</b>	Office staff

<b>Purpose and context:</b>	<p>To be responsible for the provision of an efficient administrative and clerical support function for the school; payroll and personnel function; assist with financial management.</p> <ol style="list-style-type: none"> <li>1. To be responsible for the smooth running of the school office.</li> <li>2. Assisting with the recruitment and selection of administrative staff.</li> <li>3. To maintain the various school computerised databases of pupil and staff information.</li> <li>4. To manage payroll and personnel functions and assist with maintenance of financial systems.</li> </ol>
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### Principle Accountabilities:

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

#### 1. Responsibility for the smooth running of the school office, including:

- Supervision of office staff
- Ensuring sufficient cover of staff during holiday or sickness absence
- Planning work schedules and ensuring that all office staff are aware of impending work projects, etc.
- Delegation of work to office staff as and when necessary
- Liaison with senior school staff relating to work to be undertaken by the office
- Identifying training needs and bringing them to the attention of the Bursar for discussion
- Maintaining sickness and holiday records of all staff
- Monitoring the induction of any new member of the office staff.

#### 2. Assisting with the recruitment and selection of administrative staff, including:

- Where appropriate, appraising staffing levels and skills and discussing with the Bursar
- Writing job descriptions and person specifications for administrative staff, in conjunction with the Bursar
- Scrutinising, with the Bursar, all job applications, and requesting references
- Drawing up a shortlist for interview for discussion with the Bursar and Headteacher
- If appropriate, attendance at interviews

#### 3. Maintaining computerised databases of pupil and staff information, including:

- Inputting and updating of all appropriate pupil and staff information and producing reports when required
- Production of annual DFE and other necessary returns
- Assisting appropriate senior staff member with inputting and production of staff and pupil timetables processing examination results
- Production of pupils' Records of Achievement

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**4. Assist with maintenance of the school's financial and accountancy systems, including:**

- In conjunction with the School Bursar liaising with payroll and personnel provider regarding the correct payment of staff salaries, including the administration of claims for travel, overtime, etc.
- Assisting in the purchase of goods and supplies, ensuring that the school obtains best possible value for money from suppliers and contractors
- Daily responsibility for the receipt, safekeeping and banking of all monies received by the school
- Assist the Headteacher and Bursar with income generating activities of the school

**5. Child protection**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

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**General Statements**

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

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**To contribute as an effective and collaborative member of the School Team**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

## Person Specification

<b>Job Title:</b>	Office Administration Manager – Grade 7	<b>School Name:</b>	Goodrich Primary School
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		<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b>	<ul style="list-style-type: none"> <li>▪ A sound knowledge of computer databases and spreadsheets.</li> <li>▪ A sound knowledge of using Microsoft software, particularly Word at a basic to intermediate level.</li> <li>▪ Relevant qualification in supervisory management.</li> <li>▪ Excellent written and oral skills.</li> <li>▪ Knowledge of co-ordinating and delegating the work of a team.</li> <li>▪ Knowledge of conditions of service of local government staff.</li> <li>▪ Knowledge of administrative systems</li> <li>▪ Knowledge of school administrative systems</li> </ul>	E E D E E E E D	T T A I I A A I
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Experience of supervising and motivating a team, coordinating and delegating work in a similar environment.</li> <li>▪ Considerable experience of using Microsoft software particularly Word at a basic to intermediate level.</li> <li>▪ Experience of local authority recruitment and selection procedures</li> <li>▪ Experience of school staff and computerised databases.</li> <li>▪ Experience of local authority recruitment and selection procedures.</li> </ul>	E E D D D	I T A A A
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Ability to set and work to agreed targets and work schedules.</li> <li>▪ Ability to communicate effectively with persons at all levels.</li> <li>▪ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff.</li> <li>▪ Ability to organise one's own tasks with minimum supervision.</li> <li>▪ Ability to communicate effectively and, when required, confidentially with persons at all levels.</li> <li>▪ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff.</li> <li>▪ Ability to organise one's own tasks with minimum supervision.</li> <li>▪ Ability to minute meetings</li> <li>▪ Ability to type</li> <li>▪ Ability to touch type quickly.</li> </ul>	E E E E E E E E E E D	I I T T I A T A T T T

<p><b>Special conditions:</b></p>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>
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