

**Children’s & Young People’s Service**

**Brompton Hall School**

**JOB DESCRIPTION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **POST: Office Manager** | | | | |  | |
| GRADE: Grade H (scp 18-23) | |  | | | | |
| RESPONSIBLE TO: Headteacher | | | | | |  |
| STAFF MANAGED: Finance and Admin Staff | | | | | |  |
| POST REF: | |  | JOB FAMILY: 2 |  | | |
| **JOB PURPOSE:** | To manage the Admin 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.  The Post holder will manage a team of support staff, including the recruitment, allocation and monitoring of work, appraisal and training.  Expected to use analytical skills, initiative and experience to deal with problems as they arise. | | | | | |
| **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.  This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. | | | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | | | |
| Operational Issues | * Input information into computer systems * 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 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 | * 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. NYHR and Payroll. * 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 eg. Procedural advice | | | | | |
| People/Resource management | * 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 * 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 | * 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 | * 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 | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. | | | | | |
| Health and Safety | * 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 | * 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 equality Policy Statement. * Develop own and team members understanding of equality issues. | | | | | |
| Flexibility | * North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures. | | | | | |
| Customer Service | * The County Council 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 County Council 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. | | | | | |
| Date of Issue: | November 2021 | | | | | |

**PERSON SPECIFICATION**

**JOB TITLE: Office Manager (Grade H)**

|  |  |
| --- | --- |
| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge**   * 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**   * 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**   * 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**   * Relevant level 4 qualification in Business/Administration or equivalent. * GCSE Maths and English at Grade C or equivalent | * Appropriate first aid training |
| **Personal Qualities**   * 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**   * To be committed to the school’s policy and ethos. * 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. * Enhanced DBS clearance required |  |
| **Behaviours** | Link |

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.