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**BURSTON & TIVETSHALL PRIMARY SCHOOL JOB DESCRIPTION**

**OFFICE MANAGER**

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| **Line Managers job title:** | Headteacher |
| **Salary:** | Points 12-17 of the Support Staff Scale  **FTE £26,421 - £28,770** per annum  **Pro rata** £18,650 - £20,672 per annum, including an allowance for holiday pay |
| **Tenure:** | Permanent |
| **Contract type:** | Term-time plus 1 Week |
| **Hours per week:** | 30.5 |

**THE POST**

Burston & Tivetshall Primary Schools are a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as a

Office Manager**.**

The post-holder will be responsible for carrying out administrative services to the school’s teachers and students and by working flexibly with other administrative staff, ensuring that duties are carried out efficiently and effectively.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of an Office Manager are:

* The ability to communicate clearly and tactfully using appropriate methods and

an awareness of the impact of your own communication on others;

* Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit

the team;

* Be able to multi-task and work under pressure in a customer facing environment;
* Be flexible and resilient in managing and executing their daily responsibilities;
* Able to demonstrate strong planning and organisational skills;
* Willingness to accept responsibility for your own actions;
* The ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an Office Manager are:

* Have good communication skills in person and in writing to respond to staff, parents and students;
* Be flexible in managing and planning and executing daily, weekly and monthly workloads in a busy reception;
* Be able to maintain confidentiality and committed to providing the best possible service to the staff, governors, students and parents.

The qualifications and experience required of an Office Manager are:

* Be familiar with the use of Information and Communications Technology;
* Have a sound track record of successful administrative experience;
* Hold a GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Mathematics
* Hold a Level 2 or above in Business Administration (desirable)

**JOB SPECIFICATION**

**General Responsibilities**

The Office Manager is responsible for the daily operation of the reception area across both school sites, communicating with staff, parents and students on a range of issues, as well as providing general administrative support to the school and headteacher.

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

* Act as first point of contact for visitors and resolve general enquiries from staff and students;
* Undertake all paperwork relating to pupil administration, including paperwork relating to new or leaving pupils, updating Pupil Asset, and organising school trips as required;
* Assist Headteacher with enrolling process for new pupils including all administration for this;
* School trips and clubs – liaise with external providers, set up and market clubs and trips including any necessary administration and invoicing;
* Update the school website as and when required;
* Ensure all visitors sign in and wear an ID badge;
* Offer refreshments to visitors when appropriate and ensure stocks are replenished;
* Sort incoming mail and frank outgoing mail, receive parcels and packages;
* Keep the reception area neat and tidy, ensure brochures and magazines are up to date and stocked;
* Receive and distribute the messages left on the answer machine and email;
* Maintain the Outlook calendar & Manage the school’s diary;
* Act as holder for some keys, distribute and log their return;
* Ensure the photocopier is in working order at the start of each day (order paper and toner as required);
* Administer first aid if needed, administer medication and monitor and replenish first aid stock;
* To undertake word processing duties;
* Update the schools Management Information System (MIS);
* Ensure clear handover notes are left for the other school admin staff when required;
* Assist in monitoring and actioning the schools GDPR requirements;
* Prepare all paperwork required for behaviour including in line with expectations for fixed and permanent exclusions;
* Assist other administrative staff as and when required;
* Take weekly hard drive back up.

**Attendance Responsibilities:**

* Management of school registers;
* Ensuring every child is accounted for each morning – including following the school’s attendance policy;
* Running weekly reports for attendance – including lates – for the Attendance lead within the school ;
* Maintaining a register in relation to leavers;
* Maintain a register in relation to attendance matters i.e. in term holidays taken;
* Maintain record of planned pupil absence including the administration of attendance fines where necessary.

**HR Responsibilities:**

* Input all staff absences into iTrent;
* Assist HR with recruiting and on-boarding of new members of staff;
* Prepare time sheets, request for leave and other form completions are sent to payroll by deadlines;
* Maintain the training records of other admin staff within the two schools;
* Process and verify all staff expenses;
* Check and monitor monthly payroll report as provided by Trust.

**Financial Responsibilities:**

* Raising orders for goods, supplies and services;
* Ensuring all supplier invoices received match goods received;
* Control the school petty cash account;
* Accounting for and banking all income, including daily dinner money;
* Process and verify all staff expenses claims;
* Complete school DFE census and other statutory returns accurately and by deadlines.

**Safeguarding Responsibilities:**

* Safeguard children, reporting concerns using the schools Safeguarding system (MyConcern);
* Be an Assistant Designated Safeguarding Lead (ADSL) for the school, including the co-ordination of Operation Encompass notifications received;
* Process and check SCR sent by Trust HR team, liaising with them for changes. File for reference.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | Term Time plus 1 week (39) |
| Hours per week | 30.5hour per week |
| Normal working Pattern | Monday – Thursday  08.30-15.45  Friday  08.30-12.00  *These hours may be subject to change and an 8am start may be required – this will be further discussed at interview* |
| Unpaid Breaks | 30 minutes lunch break where the working day exceeds 6 hours |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| Annual leave entitlement | **Until 31st March 2024**  Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years’ service.  **From 1st April 2024**  Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years’ service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week. |
| CPD Days | CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet. |

**REMUNERATION**

* Points **12-17** of the Support Staff Salary Scale
* FTE Salary: £26,421 – £28,770 per annum
* £13.69 - £14.91 per hour
* Pro rata salary: **£18,650 - £20,672 per annum**

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at **22.50%**, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that

employees are only paid for work they will do over the remaining months of the Academic

Year. This is worked out based on working days of the term time calendar not an equal

division of full months to be worked.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.