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Job Description Office Manager

Reports to: School Business Manager (SBM) / Head of School

Hours: 37 hours per week, 41 weeks per year

Salary: Grade E, Pay Points 10-14 (Full Time Equivalent £25,545-£27,334)

Purpose of the Job:

To support the Headteacher and School Business Manager with the day-to-day HR and financial operations of the School, ensuring compliance with the School's Policies and Procedures and the DDAT / Academies Financial Handbooks. This includes providing efficient and effective personnel administration and advice in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation and maintaining confidentiality and high professional standards at all times.

Main duties and responsibilities:

Administration

1. To act as the first point of contact with staff, suppliers and customers dealing with a range of queries.
2. Manage the office team in providing an efficient and effective reception service, dealing with visitors/telephone calls/post/e-mails/texts.
3. Oversee the school calendar.
4. Have line management responsibility for the office team and any admin apprentices with the support of the School Business Manager.
5. Provide support to pupils where required.
6. Keep up-to-date and accurate manual/electronic filing systems.
7. Manage and maintain staff records through the school's Management Information System.
8. Assist with ensuring policies and procedures are clearly communicated to all stakeholders.
9. Support the SBM with administrative tasks.

Finance

1. Undertake the efficient and accurate preparation and input of information and data into the financial systems including Purchase Orders, Invoices and BACS payments.
2. Support the SBM in the preparation of monthly financial reports through financial systems.
3. Keep accurate records of finances, including the maintenance of the ParentPay system.



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4. Oversee and manage school dinners and school trip arrangements, specifically payments received through parentpay.
5. Support staff with the production of timesheets, expenses claims, orders and any other relevant financial documentation.
6. Oversee the recovery of unpaid sums.
7. Manage enquiries from suppliers regarding deliveries and payments.
8. Assist with providing information for the DfE/outside agencies, in line with the relevant guidance.
9. Support the SBM by providing information, as required for the school's budget/other financial information.
10. Comply with the school's policies/procedures and the DDAT/Academies Financial Handbooks.

HR

1. Support the SBM with payroll services for school staff.
2. Ensure the school's policies and procedures are clearly communicated to all staff in school and support where necessary.
3. Support the SBM to ensure school staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
4. Support the leadership team in the recruitment of all staff.
5. Manage the schools single central record, including carrying out DBS and pre-employment checks.
6. Oversee and record staff absences accordingly, ensuring all return-to-work interview and trigger meetings are carried out in line with the schools' procedure.
7. Manage staff sickness and absence records including Self Certification forms, Leave Of Absence requests and Doctor's Fit for Work notes.
8. Update and maintain the staff absence information system on a daily basis, including liaising with staff in relation to cover matters for CPD / Meetings etc
9. Manage the cover of absent teachers / TA's / kitchen staff liaising with suitable external agencies.
10. Manage the staff absence line.
11. Manage any relevant absence claims through the Schools Absence Insurance policy and promote the policy in School.
12. Conduct staff inductions specifically for agency staff and school visitors.
13. Manage the uploading of records and documentation to the school HR system.
14. Provide support to the SBM in relation to recruitment processes and safeguarding matters including support for DBS applications and the Single Central Record.



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Health & Safety

1. Support the SBM with administrative tasks in connection with Premises, Health and Safety.
2. Comply with the requirements of Health and Safety regulations.

Other Duties

1. Comply with the Data Protection Act and other legislation to ensure confidentiality is maintained at all times.
2. Follow Safeguarding and Safer Recruitment guidelines.
3. Promote and support the ethos and principles of the school and to avoid any action that may be detrimental or prejudicial to the interests of the school.
4. Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Employee Name:

Employee Signature:

Date:



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Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> At least five A*-C GCSEs, including English and Mathematics. A level 3 qualification in a relevant area or significant relevant experience. 	<ul style="list-style-type: none"> Have relevant HR/finance training. Have appropriate customer service skills.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> Working within a busy office environment. Using computers for office administration. 	<ul style="list-style-type: none"> Working within a busy HR/finance environment, preferably in a school or educational setting.
Knowledge and skills	<p>The successful candidate will:</p> <ul style="list-style-type: none"> Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. Possess strong interpersonal skills. Be able to communicate clearly, both written and orally. Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information. Be organised, accurate and thorough in their work. Be dependable, able to follow instructions and respond to management directions. Have good working ICT knowledge including Microsoft Office. 	<ul style="list-style-type: none"> Have a finance qualification Have a HR qualification. Have a general awareness of bookkeeping and accountancy software



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	<ul style="list-style-type: none"> • Have a willingness to extend skills through appropriate training. • Have the ability to record and analyse data using different systems. • Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR. 	
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. 	



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| | <ul style="list-style-type: none">• Able to quickly adapt to changes. | |
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