

<b>Post title:</b>	Office Manager
<b>Grade:</b>	H
<b>Responsible to:</b>	Headteacher
<b>Staff managed:</b>	Admin staff
<b>Directorate:</b>	Children and Young People's Service
<b>School name:</b>	Grove Road Community Primary School
<b>Job family:</b>	<b>C&amp;A - Customer &amp; Administration</b>
<b>Date of issue:</b>	August 2023

### Safeguarding Statement

- 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.
- Enhanced DBS clearance required

### Job Purpose:

To manage the Admin/Finance 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.

Expected to use analytical skills, initiative and experience to deal with problems as they arise

### Operational Issues:

- Input information into computer systems including expenditure and profiling.
- 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 financial/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.



	<ul style="list-style-type: none"> <li>• Handle and process computerised information, which includes staff salaries and absence management information.</li> <li>• Be proactive, initiate necessary action and be able and prepared to put forward your own judgements.</li> <li>• Be able to record, summarise, share and feedback information, using IT skills when necessary to do so.</li> </ul>
<p><b>Communication:</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Takes a lead role in communication within the school</li> <li>• Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.</li> <li>• Liaise with Headteacher, Heads of Departments, Teachers and external departments e.g. HR and Payroll.</li> <li>• Manage the delivery of an efficient reception service, acting as the first point of contact and dealing with queries</li> <li>• Provides advice on a variety of topics to a range of audiences eg. Procedural advice</li> </ul>
<p><b>People/Resource Management:</b></p>	<ul style="list-style-type: none"> <li>• Support the head-teacher in preparing the annual budget and longer term spending plans and monitor the school budgets</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>(delete as appropriate)</p> <ul style="list-style-type: none"> <li>• Responsibility for purchase and maintenance of furniture and fitting</li> <li>• Check and reconcile financial records, including resolving queries.</li> <li>• Prepare, organise and submit quotations/tenders, financial statements and undertake financial monitoring including reports to Governors.</li> <li>• Manage the process of paying suppliers.</li> <li>• Banking and accounting for school funds and other relevant funds.</li> <li>• Promote the generation of income for the school, this includes advertising and monitoring the usage of facilities</li> <li>• Participate in the school's performance management scheme.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Attend staff meetings and training days and management team meetings by agreement with the Headteacher.</li> </ul>
<p><b>Safeguarding:</b></p>	<ul style="list-style-type: none"> <li>• Know about relevant Government and local guidance, policies and procedures, and how they work in the wider workforce e.g. Every Child Matters agenda.</li> <li>• Adhere to data protection legislation</li> </ul>



	<ul style="list-style-type: none"><li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li></ul>
<b>Systems and Information:</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• Share information appropriately – in writing, by telephone, electronically and in person.</li><li>• Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.</li><li>• Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required</li></ul>
<b>Equalities:</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li><li>• Develop own and team members understanding of equality issues.</li></ul>