

JOB DESCRIPTION

Job Title:	School Office Manager
Salary :	Grade 5 point 15 – 22 Salary £30,024 - £33,699 pro rata
Reporting to:	Head Teacher
Work Location:	Misson Primary School
Hours of work:	21 hours per week, term time + 1 week

JOB PURPOSE

The School Office Manager will provide strategic leadership in relation to the business of the school, this includes:

- Financial Resources management
- Administration management
- Procurement
- Human resources
- Facilities management
- Health and safety

The School Office Manager will ensure that the school is run efficiently and cost-effectively.

MAIN DUTIES

Administration management

Specific responsibilities include:

1. To ensure the efficient and effective running of the school office and its functions.
2. To ensure all necessary statistical returns to the DfE, LA and any other relevant bodies are carried out.
3. To establish and ensure the efficient operation of administrative systems and use effective methods to review and improve administrative systems.
4. To ensure that the school is fully GDPR compliant working with the Head Teacher, Data Protection Officer and the Governing Body.
5. To report to Governors on financial matters at the termly meetings.

Financial Resource Management

1. To oversee the implementation of the Finance Policy and financial procedures within the LA Scheme for Financing Schools Handbook.
2. To prepare the school budget, working with the Head teacher and the Governing Body in line with the School Improvement Plans.
3. To develop medium term financial plans in line with the school development plan to ensure the financial viability of the school.
4. Use the agreed budget to actively monitor, control and evaluate performance of the school.
5. Identify and inform the Head teacher and Governing Body of the causes of significant variance and take prompt corrective action.
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
7. Prepare regular budget monitoring for the Head teacher and budget holders and report on the financial state of the school to the Governing Body.
8. Use financial management information to analyse trends and identify opportunities for greater efficiency.
9. To ensure follow up on any recommendations from internal or external audit reports.

10. Maintain and monitor all accounting procedures and resolve any problems including:
 - Ordering, processing and payment for all goods and services provided to the school within budget limits agreed in the School Finance Policy and the school's annual budget
 - Preparation of invoices, proper collection, checking and banking of cash or any other income or fees
 - Operation of all bank accounts, ensuring that a full reconciliation is undertaken each month
 - Reconciliation of monthly payroll to budget reporting any variances and ensuring timely and accurate information is provided to payroll
 - Complete month end financial procedures
 - Maintain the school assets register
11. To ensure that the school is fully prepared to meet OFSTED financial criteria.

Human Resource Management

1. To oversee the Human Resource policies and procedures.
2. Maintain the Single Central Record and to ensure compliance with legislation relating to this.
3. To produce all paperwork relating to HR for the school including recruitment, contracts, payroll.
4. To act as the first point of contact for staff with HR related queries.
5. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

Facilities Management

1. To oversee the Fixed Asset Register and Equipment register in line with the school Finance Policy.
2. To work with the Head teacher to co-ordinate, cost and implement a programme of maintenance, repair, improvement, security and cleaning.
3. Monitor, assess and review contractual obligations for outsourced services.
4. To oversee premises related projects. building
5. In liaison with the Head Teacher, to ensure that arrangements are in place with regard to the security of the and out of hours / holiday key holder arrangements.

Health and Safety

1. To ensure that the School's Health and Safety Policy is implemented and to ensure, in liaison with the Head Teacher/Site Manager that all required procedures are in place and observed, including risk assessments and training records.
2. To report to the Head teacher and the Governing Body on Health and Safety and advise all staff as appropriate.
3. To ensure school medical policies are in place and to ensure that required procedures are observed.
4. In liaison with the Site Manager and other relevant staff ensure that all required maintenance checks and health and safety checks are carried out at the required intervals and a record of these is maintained.
5. Ensure that training and CPD for staff is current and adequate for the requirements of the school.

General responsibilities

1. To understand and commit to the vision, values and objectives of the school.
2. To take responsibility for own professional development in order to ensure continued effectiveness in the role.
3. To provide support as relevant to the Senior Leadership of the school.
4. To undertake any additional responsibilities that may be required commensurate with the grade and nature of the post.