



NASSINGTON SCHOOL **OFFICE MANAGER – JOB DESCRIPTION**

Job Purpose:

- Play a key leadership role in delivering the school's aims and objectives, supporting policy development, and managing staff and resources to ensure effective implementation and ongoing evaluation.
- Lead and manage high-quality administrative and financial services across the school and wider Unity.
- Develop and maintain a strategic financial plan aligned with the School Development Plan, including forecasting future budgets.
- Oversee personnel administration, ensuring effective and compliant HR processes.
- Manage procurement of supplies, equipment, and services to ensure value for money and operational efficiency.
- Ensure administrative systems are effective, efficient, and aligned with the school's priorities.
- Oversee the maintenance and development of the school's buildings, grounds, and resources.

Organisational Relationships:

- Directly responsible to the Executive Headteacher;
- Line Manager to Cleaning Staff and liaison with Wraparound Care staff;
- To oversee the management of cleaning staff in liaison with the provider;
- Be the main point of contact with the ICT Support Technician;
- Support and adviser to the Governor Resources Committee.

Strategic Direction and Development of the School:

- Working with the Executive Headteacher to contribute to a strategic view for the school in the community and analyse and plan for its future needs and further development with the local, national and international context;
- Acting as a 'sounding board' and 'critical friend' to the Executive Headteacher and Head of School, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and supporting all decisions of the Executive Headteacher and Governing Body;
- Demonstrating the vision and values of the school in everyday work and practice. Motivating and working with others to create a shared culture and positive climate;
- Work with outside agencies and stakeholders to inform future action.

Developing Self and Working with Others:

- Work with the Executive Headteacher to lead, motivate, support and challenge staff, driving continuous improvement and modelling a commitment to professional development.
- Collaborate with the Head of School to foster a strong professional learning community where all staff can thrive and achieve.
- Support high standards across the school through effective and targeted continuing professional development.
- Promote a positive school culture by treating all individuals with fairness, dignity and respect.
- Engage with partner schools to develop collaborative and effective learning communities.
- Recognise and celebrate the contributions and achievements of individuals and teams.
- Maintain a culture of high expectations for self and others.
- Reflect on practice, set personal targets, and take responsibility for ongoing professional growth.

Specific Duties:

- Lead financial management, including budgeting, monitoring, and reporting to the Executive Headteacher, governors, auditors, and local authority, ensuring compliance with SFVS.
- Monitor salaries and expenditure, advising on financial performance and staffing structure.
- Manage the school's finance systems and processes, ensuring accurate reporting and compliance with statutory requirements.
- Oversee administrative, data, and communication systems to ensure efficient school operations and GDPR compliance.
- Act as the main contact for data protection and ensure all data protection requirements are met.
- Support safer recruitment and provide guidance on employment legislation and school policies.
- Maintain safeguarding procedures, including the Single Central Record, attendance monitoring, and CME processes.
- Ensure the school meets requirements in key areas such as safeguarding, first aid, and PREVENT.
- Contribute to school improvement planning, advising on financial strategy and supporting change management.
- Oversee health and safety compliance, including monitoring, reporting, and policy review.
- Support the upkeep and development of the school site in line with the maintenance plan.
- Maintain high standards of confidentiality and security at all times.
- Participate fully in school life, including events, trips, and wider activities.
- To work collaboratively with the teaching team to provide the children with high quality experiences;
- Other duties as directed by the Executive Headteacher.

Supervision and Work Planning:

The post holder is responsible for:

- Setting the financial priorities for the overall school's development as part of the School Improvement Plan;
- Annual budget setting and monthly financial reporting to the Executive Headteacher and subsequently to the Governors at each Full Governing Body and Finance Committee meeting;
- Develop policies on a variety of matters in accordance with national and local frameworks and guidance;
- Monthly expenditure monitoring for all budget cost centre responsibilities;
- Running the school office and maintaining the front of house for the school, including reception duties and following up parental requests, escalating them to the appropriate staff member as required.