

Job Description

Post Title:	Office Manager
Location:	Rosecliffe Spencer Academy
Salary/Pay Range:	NJC16-20 (large academy with line management responsibilities) - <i>depending on experience and qualifications</i>
Hours of work:	Full Time, 37 hours a week, TTO+2 Weeks (<i>plus additional weeks for Clerk to LGB as appropriate</i>)
Reporting to:	Principal

Purpose of Role

To manage the academy office and supervise the reception area in an efficient and effective manner. Where appropriate provide line manage to the administrative team. Providing administrative support to the Principal and SLT to ensure that the academy meets its educational aims and operational obligations.

Promoting the highest standards of operational functions and ensures the most effective use of resources. Complying with and assist with the development of academy policies and procedures and reporting all concerns to the Principal.

As directed by Trust Central Teams to be responsible for delivering financial and HR administration, assisting assist with the provision of management information, supporting estates and facilities matters and health & safety management in the academy. Providing an effective clerking service to the local governing body.

Providing an effective clerking and admissions service.

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Administration Supervision

The Office Manager will manage this function within the academy for the Principal and SLT.

- Where appropriate, line manage the office team to deliver efficient and effective administration of the academy office processes and procedures. Arranging supply cover where required. Managing the induction, probation arrangements and professional performance reviews for members of the office team
- Monitor workload for the office team and manage workflow as appropriate.

- Design and manage administrative systems that deliver outcomes based on the trust/academy aims and ensure processes that interact across the academy are linked.
- Establish and use effective methods to review and improve systems such as trips and visits administration, admissions, cover arrangements, correspondence with parents, first aid, school calendar, school policies etc.
- Attend confidential staff, ELT and parent meetings; take notes, prepare documentation, and distribute minutes under the direction of the Principal.
- Manage all computer software applications with regard to academy data.
- In conjunction with key Trust colleagues, prepare information for publications and complex returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.
- To manage all aspects of academy admissions.

HR / Payroll:

- Act as first point of contact for any HR, pay and pension related matters.
- Manage the trust HR and payroll systems including starters, leavers, contractual changes, timesheets (including agency) or other payments according to payroll deadlines. Ensure that all data is accurate and up to date.
- To ensure any changes in contracts for existing staff actioned for payroll, making sure a new contract/variation letter is issued as appropriate.
- Maintain staff attendance records in line with Trust policies; notifying the Principal and liaising with staff where absence limits have been reached, completing occupational health referrals, managing return to work and welfare meetings as necessary and action any follow up as appropriate.
- Provide management reports from the Trust HR system for the Principal and SLT as required.
- Ensure updated policies are in place and available as appropriate across the Academy.
- To contribute to the production of the School workforce census, working with Trust HR team.
- Book, collate and maintain record of courses and CPD.
- Co-ordinate reference requests for existing employees and ensure exit interviews are conducted.
- Create, maintain, and update electronic personnel files and SIMs teacher access.
- Support with the induction and management of probation of new staff in accordance with Trust protocols.
- Assist the Principal with the preparation of disciplinary, sickness or capability review paperwork as appropriate and supported by Trust HR where necessary. Ensuring paperwork is circulated in a timely manner, taking notes at meeting and managing follow up actions.

Recruitment:

- Manage the recruitment process, completing recruitment approval form for Trust ELT, support with drafting job descriptions, person specifications and adverts for recruitment, placing adverts, and liaising with external advertisers as directed.
- Co-ordinate interviews, process new starters, complete safer recruitment including DSB checks and ensure induction and probation is completed.
- Keep the SCR up to date, ensuring all new staff, governors have completed up to date safeguarding and other required training; logging information in a timely manner. To record others in regulated activity on the SCR as appropriate.

Finance:

- Process routine orders below delegated threshold with suppliers and record through Trust Finance system – check suppliers to ensure best value, co-ordinate approval of orders by Principal and receive and check goods.
- Receive, obtain authorisation and record on Trust Finance system all invoices from suppliers.
- Manage credit card reconciliation and process invoices for payment.
- Liaise with companies regarding lettings, calculate costings, create invoices, and monitor payments.
- Ensure all monies due are collected, balanced, and banked and follow up on any outstanding debts.
- Oversee cashless systems.

Clerk to Governors:

To ensure that the governing body receives an efficient and effective clerking service and is managed in line with SAT policies and protocols.

- Provide advice and guidance to the governing body on governance legislation, procedural matters, changes to its responsibilities and offer advice on best practice. Ensure that statutory policies are in place. Advised on the annual calendar of meetings and tasks.
- Send out new governor induction materials and contribute to new governor induction as appropriate.
- Ensure effective administration of meetings including the preparation of focused agendas, preparation of papers, ensuring meetings are quorate, record attendance and draft minutes indicating who is responsible for any agreed actions. Following up on agreed actions and distribute agreed minutes and agendas.
- Advise the governing body on matters of membership including governor's terms of office, maintain a register of pecuniary interests and maintaining all other records as appropriate.
- Manage information and records relating to current terms of reference, nominated governors, minutes, correspondence and statutory policies.
- To escalate any governance issues in school to the Trust Head of Governance.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2

Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Name

Signature

Date

Person Specification	Essential	Desirable
Qualifications and experience		
GCSE grade 4 in Maths and English or equivalent	✓	
NVQ Level 3 or 4 in Administration or similar qualification e.g. CIPD level 3		✓
Evidence of further recent relevant professional development	✓	
Excellent numeracy and literacy skills		
Experience of working in a busy office in related fields of work	✓	
Experience of supervising staff	✓	
Work with a range of outside bodies, parents and governors	✓	
Quality management and monitoring performance	✓	
Staff training, induction and development	✓	
General reception, clerical and administration	✓	
Previous experience in an educational environment	✓	
Knowledge and skills		
Ability to work calmly under pressure and meet deadlines	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school-based systems and specified timelines	✓	
Working knowledge of a range of administration procedures	✓	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	✓	
Ability to use SIMS or other management information system		✓
Understanding of Data protection (GDPR) and security policies		✓
Personal qualities		
Excellent interpersonal skills, the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach		
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding		
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	