

Job Description

Post:	Office Manager
Pay Scale:	Grade 6 (SCP 19-24)
Responsible to:	Headteacher
Main Location:	School based

Main Duties

- To manage the efficient and effective running of the school office, devising new procedures and office systems as required to improve business efficiency and meet the school's changing needs.
- Ensuring a healthy, clean and safe environment is maintained to a high standard.
- Assisting the Head Teacher in the implementation of school policies and procedures
- Managing the Office team, Premises team, Catering team, Lunchtime Organisers and Wrap Around Care team.
- Supporting the Headteacher in managing an efficient, effective and robust. Safeguarding system, including Safer Recruitment of staff.
- Managing the office phones between 8am – 4pm.
- Oversee and manage the day-to-day running of the School's Information Management System including updates as necessary.
- Responsibility for overseeing the ordering of goods and services, in line with Trust procurement processes; overseeing the receipting of goods and timely invoice processing.
- Management, collection and reconciliation of school monies and providing statistical information as required, including school lunch money, school trips and the Wrap Around Care.
- Responsibility for administering the school's admissions procedures and accurately maintaining the pupil records and related information system.
- Responsibility for completing school returns, and reconciling queries.
- Responsibility for ensuring that an effective reception, switchboard and administrative support service is provided.
- To manage school records and data in line with GDPR requirements and other legislation.
- To take a shared responsibility for First Aid.

Key Responsibilities:

- To ensure that Safer Recruitment procedures are rigorous, and all staff have DBS clearance, in line with Trust DBS policy and that the Single Central Record (SCR) is up to date for the school.
- To organise all aspects of educational visits in collaboration with the Educational Visits Co-ordinator and Visit Leader.
- To manage all aspects of HR administration as required at school level, including recording all staff absences and conducting return to work interviews.
- Completing the month end information and providing this to the trust.
- Booking of supply staff and completing timesheets.
- Supporting HR matters within school with advice from the trust.
- To be responsible for the line management, performance management and professional development of the administration, premises and catering staff.

- To be responsible for ensuring that staff are supported, that they have the appropriate training and guidance to allow them to undertake their roles.
- To manage communications to parents on behalf of the Headteacher.
- To be a contributor to the maintenance and development of the school's website.
- To ensure that all office and premises staff contribute to a professional and welcoming environment.
- Work with the Site Manager in the management and maintenance of the school site (including planned works) and to ensure that annual checks are carried out.
- To ensure, as far as is practicable, that the security of the site is maintained at all times; to make recommendations for improvement as necessary to ensure the continued safety of all pupils, staff and visitors and compliance with Safeguarding policies.
- **To work with the Trust central team to develop a lettings policy and explore avenues for letting premises and develop ways in which the school may be accessed for community use.**
- Under guidance maintain School Health and Safety policies and oversee a programme of risk assessments and fire drills.
- Oversee the in-house catering provision and work with the Catering Manager to ensure that the catering service is delivered in accordance with agreed specifications and within budget.

Support the premises functions of the school and work with the Trust central team to ensure as far as reasonably possible:

- that the site is compliant with relevant health and safety legislation.
- that an asset management plan is developed.
- that caretaking, cleaning, grounds maintenance and building maintenance programmes are fulfilled to the agreed standards by staff and contractors.
- that policies and procedures for contractor and supplier access to site and their management on site is aligned to Safeguarding and Health and Safety policies.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification

Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application

**Essential /
desirable**

Evidence

Qualifications		
GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent.	E	A/C
Current First Aid Certificate (or will be required to undertake on commencement).	E	A/C
Business / management orientated degree or professional qualification ie. Level 4 Diploma in School Business Management.	D	A/C
Knowledge & Experience		
The ability to lead and manage other staff including experience of undertaking supervisions, performance management, training, mentoring and handling complex issues and situations.	E	A/I/R
Relevant experience in a school setting.	D	A/I/R
Experience of dealing and communicating with the public directly and through written/online channels.	E	A/I/R
Understanding and experience of safeguarding standards and practices.	E	A/I/R
Knowledge of education and policies and procedures relating to working in a school.	D	A/I
Full working knowledge of relevant policies, codes of practice and legislation regarding office environments including health and safety and GDPR.	E	A/I
Ability to interact positively and productively with pupils, parents/carers, visitors and staff.	E	A/I/R
To be able to use initiative and have problem solving skills.	E	A/I/R
To be able to monitor and evaluate procedures effectively, implementing new procedures where appropriate.	E	A/I
Technical Skills & Ability		
Excellent verbal and written communication skills with an ability to present information in a clear and concise manner.	E	A/I/R
Excellent organisational skills to be able planning, prioritising and delegate tasks, delivering of work to tight deadlines.	E	A/I/R

Excellent attention to detail and ability to use initiative.	E	A/I/R
Knowledge of Microsoft Packages.	E	A/I
Organise and develop effective systems.	E	A/I/R
Proficient ICT skills and use of ICT software packages to complete administrative tasks as required.	E	A/I
To have a good working knowledge of MIS systems.	E	A/I
Special working conditions		
Willingness and flexibility to attend occasional meetings outside of normal working hours to support school events.	E	A/I
Personal characteristics		
High levels of integrity, honesty and credibility.	E	A/I
Highly motivated with a strong work ethic.	E	A/I
Problem solver and self-starter.	E	A/I
Professional and customer service orientated with the ability to relate well to all stakeholders including staff, pupils, parents and visitors.	E	A/I/R
Ability to work independently and also as part of a team.	E	A/I/R