

## Job Description & Specification

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<b>Post title</b>	<b>Office Manager</b>
<b>Reports to</b>	<b>Headteacher</b>
<b>Grade</b>	<b>7</b>
<b>Location</b>	<b>Westcott Primary School</b>

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### Main Purpose of the Post

Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including coordination and delegation of relevant activities. To promote the school positively and provide information, advice and support to pupils, parents, members of the community, businesses and other agencies.

Under the guidance of the Headteacher, to undertake administrative, financial and organisational processes within the school. To contribute to the planning and implementation of policies, procedures, protocols and the development of support services. To collaborate with other Trust members

### Main Duties and Responsibilities

1. Take lead role in the planning, development, design, organisation and monitoring of support systems / procedures / policies at the school in liaison with the Headteacher and the School Business Manager.
2. Be responsible for implementation of effective administrative procedures following Trust policy in liaison with senior staff
3. To manage all of the administrative duties related to the School's personnel and payroll responsibilities, ensuring all relevant documentation is maintained and kept up-to-date. This includes all New Starter Forms, Leavers Forms, Variation Forms and the relevant accompanying records.
4. To manage all aspects of the School's 'Single Central Record', ensuring all personnel and safeguarding data is in place and kept up-to-date.
5. To administer the School payroll documentation, ensuring the information given to the HCAT payroll manager is correct, proper records are maintained
6. To be responsible for completion and submission of complex data and returns, e.g. key stage data, and the workforce census and ensure that accurate reports are sent to the DFE, the Trust and Local authority in a timely manner
7. To maintain pupil absence data, monitor pupil attendance and provide reports to leadership staff when requested

8. To record staff absence and provide detailed analysis and evaluation of staff absence data and to produce detailed reports for the Senior Management Team and Governing Body on a monthly basis.
9. To work with the CFO and finance team in ensuring robust financial administration procedures are put in place in line with Trust policy and statutory financial regulations and report to the CFO any irregularities.
10. To oversee the School's procurement procedures, ensuring all budget holders follow the proper financial procedures ensuring "value for money" principles are upheld at all times. Ensure appropriate levels of resources, stationery and office consumables are maintained.
11. To ensure accurate receipting and banking of income in accordance with financial regulations.
12. To complete procedures for the co-ordination of differing demands and uses of the school site and facilities including where necessary, promoting school facilities and the management of any lettings.
13. To be responsible for overseeing the maintenance and update of the school's management information system (SIMS) including the management of pupil records, to process new pupil admissions and the transfer of leavers, and to ensure that effective administrative systems are in operation throughout the school.
14. To oversee the administration of Free School Meals and Pupil Premium entitlement
15. Have direct control of all of the school's petty cash floats and ensure financial procedures regarding petty cash are adhered to at all times.
16. To be responsible for the selection and management of relevant school resources, including management of the admin budget and regular audit of resources.
17. To line manage the admin staff to ensure an efficient service is delivered throughout the school, including recruitment, induction, allocation of work, monitoring of workloads, training and performance management. Provide guidance and support through mentoring when required.
18. Under the direction of the Headteacher organise the provision of supply staff for planned and unplanned absences
19. Seek advice and guidance for staff on complex HR, payroll and admin issues.
20. Co-ordinate the administrative processes required for staff recruitment including the placement of advertisements as required, collation of papers for shortlisting and interviews; liaise with senior staff to plan recruitment days. Undertake pre-employment checks for new recruits including the processing of DBS checks for staff and volunteers. and leavers
21. Under the direction of senior staff deal with correspondence regarding changes to employment contracts, including payroll notifications for in service changes and leavers. Monitor temporary contracts and continuous service dates for support staff linked to holiday entitlement.
22. To develop a consistent performance management cycle for all support staff and ensuring that all training needs of staff are met and of benefit to the operation of the school.
23. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate member of staff as per the policy.

24. To assist in the organisation of events including educational trips, school productions, parents consultations etc.
25. Monitor the school admin email address and direct enquiries to appropriate personnel
26. Lead the management of health and safety records and incident reports following advice and procedures recommended by the central HCAT Health and Safety Team. Take an active part in the schools Health and Safety Committee and implement administrative recommendations under the general direction of the Headteacher. Ensure that risk assessment are completed for school trips and visits and that any administrative tasks are completed to enable school trips to run smoothly and safely, using any risk management system operated by the Academy.
27. Working with our neighbouring organisations to ensure the school buildings are fit for purpose, and that all maintenance and security services are health compliant, and able to support the curriculum and pastoral needs of the school.
28. Line manage the Site staff including the cleaners and the Site Facility Officer. Ensure that all site audits are completed by the caretaker and that there are appropriate risk assessments in place. Liaise with builders and other contractors to obtain quotes and oversee the building maintenance schedule.
29. To work proactively with the school's ICT partners, including ensuring the school's website remains current and positively promotes the school.
30. Any other duties of a similar nature and level of responsibility as requested by the Headteacher.
31. The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employers overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the school.

### Responsibility

#### **Responsibility for Staff:**

Management of admin support staff and site

#### **Responsibility for Customers/Clients:**

The post holder is responsible for the provision of accurate information in all relevant areas of responsibility that impact on all of the stakeholders of the School. Responsible for the provision of a safe working and learning environment that is fit for purpose in liaison with senior staff and site staff.

#### **Responsibility for Budgets:**

The post holder works with the Headteacher, CFO and finance team in the planning and monitoring of the whole school budget. This includes implementing stringent internal controls to ensure the safekeeping and value for money of public funds.

#### **Responsibility for Physical Resources:**

The post holder is responsible for the upkeep of the school's asset register and ensuring controls are in place to minimise the risk of theft, fraud, damage, misuse, etc. Responsible for ensuring appropriate resources are maintained to enable to administration function to run smoothly, and to source and order the necessary materials and resources necessary to run a school.

### Decision Making

Financial decisions when approving/making purchases.

Decision making in relation to school lettings/health and safety issues

Deciding when/who to ask for advice on complex HR, finance, payroll and safeguarding issues

### Contacts and Reason for the Contact:

#### **Within School/Trust:**

Talks to/corresponds with all staff on behalf of the Headteacher

Teaching and non-teaching staff – financial management, payroll and the relevant areas of personnel.

#### **With Any Council/HCAT departments**

Responsible for submitting monthly absence data to HR

Responsible for submitting all personnel data to HR

Responsible for submitting monthly payroll information to the payroll department

HCAT– financial management, advisory and support

Contractors/suppliers – financial management, advisory

School network – advisory and support

Local community and businesses – advisory and support

#### **With External Bodies to the Trust**

Contractors/suppliers – financial management, advisory

School network – advisory and support

External audit bodies, government departments and professional advisors

### Risks to health

Low physical demands

Normal working conditions

Low

emotional

demands

## Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	GCSE to 5A*-C or equivalent including Maths Level 4 qualification in Business Admin/another equivalent appropriate qualification Commitment to on-going professional development Qualified First Aider, or a willingness to undergo such training and re-training as necessary	AF, Q  AF, Q AF, I  AF	Finance qualification to HNC/HND level CSBM or willingness to work towards Health and Safety Qualification	AF, Q  AF, Q  AF, I
EXPERIENCE	Experience of leading and managing staff Minimum of 5 years' experience of working in a busy office environment	AF, I  AF, I	Experience of working with a variety of financial systems Experience of budgetary control Experience of interpreting complex financial data Experience of working at a senior level	AF, I  AF, I, T AF, I  AF, I
KNOWLEDGE	A knowledge and commitment to safeguarding and promoting the welfare of children, young people A knowledge of personnel procedures and employment legislation	AF, I  AF, I	A knowledge of school funding especially academy funding	AF, I

<p><b>SKILLS</b></p>	<p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Ability to use ICT skills to manage &amp; analyse data</p> <p>Ability to work using own initiative to set individual and team targets to meet the need of the school</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I, T</p> <p>AF, I</p>	<p>Skills in using information management systems</p>	<p>I</p>
<p><b>PERSONAL QUALITIES</b></p>	<p>Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people</p> <p>The post holder is required to use basic courtesy, tact, clear articulation, influencing skills, negotiating and training skills, showing confidentiality and a skill to diffuse difficult situations when they arise</p> <p>Highly developed interpersonal skills</p>	<p>AF, I</p> <p>I</p> <p>AF, I</p>		
<p><b>OTHER REQUIREMENTS</b></p>	<p>Excellent written skills, showing sensitivity and tact to all ranges of audiences</p> <p>To produce a range of reports for the Leadership team, Governors and Budget holders for day to day and long term decision making.</p>	<p>AF, T</p> <p>AF, I, T</p>		

\*Key: AF=application form; I=interview; T=test; P=presentation; R=references, Q=qualifications