



Job Title:	School Office Manager
Location:	Any Lighthouse Schools Partnership location
Salary Range:	JG6
Reports To:	Headteacher

Job Purpose
- To be responsible for overseeing all administrative, financial, and organisational processes within the school - Undertake a range of administrative and organisational duties which support the management of the school in an effective and positive manner.

Main Responsibilities and Duties
<u>General Administration</u> - Support the Headteacher, Governors and School Leadership Team, - Oversee the provision of confidential administrative support to the, Headteacher, SLT and Governors including acting on his/her behalf in respect of non-academic matters within agreed parameters, - Prepare reports and other statistical information/returns as required by the DfE, LA or other organisation, or as directed by the LSP Central Team, Headteacher, Governors or other senior staff, - Manage the day to day administrative and finance functions of the school, including lettings and wraparound care, deploying and covering for the school's other administrative staff, - Contribute to the development and implementation of new administrative processes, including the use of systems which enhance the application of information technology in the school's administration work, - Oversee and support the completion of School Census returns and returns to a variety of organisations, - Oversee the maintenance of paper and electronic records in respect of pupils and staff, in line with the data protection and records management policies, reporting any data incidents as appropriate and coordinating the processing of subject access and freedom of information requests, - Maintain the school website, adding information and creating new pages to the site as requested. Liaise with Clerk to Governors to maintain governors' website information page. - Maintain the SCR and oversee employment checks such as DBS to meet school safeguarding and other legislative procedures. This applies to contracted staff as well as employees, - Administration of staff training, booking courses as appropriate and maintaining training database, - Oversee the routine and bulk purchasing of supplies and services e.g. paper, subscriptions etc, - Oversee the booking of planned staff cover,

- Complete and submit insurance claims e.g. for loss or damage to the school site or equipment or staff absence.

Premises, Property and Resources

- Direct the day to day activities of school based site staff,
- Ensure that all identified health and safety risks are notified/dealt with as quickly and effectively as possible, initiating and contributing to risk assessments as appropriate,
- Report to the Headteacher any situations which potentially poses a danger to any pupil, staff member or other user of the school site,
- Maintain DSE and first aid training records, ensuring an ongoing training program to maintain compliance. Ensure the provision of first aid supplies,
- Maintain COSHH registers, updating for new products using safety data sheets, Manage the school letting arrangements and, in association with the site staff, ensure that all school accommodation used for lettings and other after school activities are properly maintained and cleaned,
- Attend cleaning audits with the contractor and escalate issues with the Hub Estates Lead,
- Identify and, where appropriate, implement opportunities to reduce costs, achieve better value for money or achieve additional income/funding.

Support for Pupils, Parents and other 'clients'

- Contribute to the welfare of pupils and staff,
- Assist with any urgent social or welfare work in respect of individual pupils and, as requested by the Headteacher, participate in the supervision of pupils during an emergency or specific non-classroom activity during the normal school day,
- Organise and timetable medical clinics and other school visits and notify pupils, parents, and carers, as necessary,
- Oversee administration of medication, record keeping, storage and administration as appropriate,
- Oversee the content of the school's website,
- Oversee Admissions processes on behalf of the Headteacher,
- Maintain appropriate records and make effective use of a range of attendance data, producing reports as required,
- Administer school transport facilities and liaise with pupils, LA staff and contractors regarding home to school transport arrangements,
- Oversee the administrative arrangements for school lunches, milk, fruit and uniforms,
- Co-ordinate the photographing of pupils and classes and associated processes,
- Support the marketing and promotion of the school for the recruitment of pupil places
- Liaise effectively with parents and the school community,
- In agreement with the Headteacher, communicate with parents and other designated carers on matters related to the care and education of their children.
- Promote partnership working between home and school and always ensure that enquiries from parents and carers are dealt with in a positive way, referring matters to other members of staff where appropriate.

General Duties

- Develop and maintain good working relationships,
- Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively, and other 'clients' of the services provided by the school,
- Ensure compliance with legal requirements as well as Trust policies and procedures,
- Contribute to the development and maintenance of school policies and practices which ensure that the school has a safe and welcoming environment,
- Review and develop own professional practice. Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.
- Undertake projects and initiatives as directed by the Headteacher in order to support the work of the school,
- Undertake any reasonable work requested by the Headteacher as part of the role, that is compatible with the nature and grade for this post,
- Be an active and effective contributor to the school and the Lighthouse Schools Partnership.

School specific Duties

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Supervision and Management

The post holder is responsible for the line management of school office staff and lunchbreak supervisors.

The post holder will direct the day to day activities of school based site staff

The post holder will be managed by the Headteacher

Problem Solving and Creativity

- The post holder will be required to provide innovative solutions and advise on a range of office operating issues to ensure a satisfactory resolution.
- Creativity and innovative practice are essential to the role and will need to be regularly exercised within general guidelines.
- The post holder will work with changing and challenging deadlines and during busy periods the post holder will need to prioritise their workload.

Dimensions

Lighthouse Schools Partnership is a Multi-Academy Trust of 30 schools across the age range from Nursery to Sixth Form. The Trust includes both community and Church of England schools

Key Contacts and Relationships

- Headteacher
- Parents
- Pupils
- School based staff
- The LSP Central team
- External contractors/suppliers (providing goods or services and other external organisations)
- Governors



Occasional contact with Trustees and Local Authorities

Decision Making

How to deploy their time to deliver an agreed programme of work.

Identify where additional support or escalation is required and seek appropriate support

Resources

General Office Equipment

Working Environment

Any Lighthouse Schools Partnership location

Working in a busy, open office.

Special Notes or Conditions

The post holder is subject to the provisions of all child protection legislation, and the Trust's policies governing staff who work with children and vulnerable adults.

The post holder will have the opportunity to make a significant difference to the deliverability of quality education to students across the Trust.

This job description only contains the main responsibilities relating to the post and does not describe in detail all the duties required to carry them out. The post holder may be required to undertake other reasonable duties and responsibilities that are compatible with the nature and grade for this post.

Name	
Signature	
Date	



PERSON SPECIFICATION

Job Title:	School Office Manager
Location:	Any Lighthouse Schools Partnership location

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	• 5 GCSE'S at grades A*-C including maths and English • Level 3 NVQ in administration or customer care or equivalent experience • Significant experience of working in an office environment, dealing with enquiries and supervision • Experience of managing staff	• Previous experience working in a school office. • Previous experience working with children or working in a child centred environment • Related further education or qualification • Previous experience of working with financial or accounting processes
Skills and Abilities	• Highly organised and methodical. • Good communication skills with people at all levels and from a variety of backgrounds • Ability to demonstrate accuracy and attention to detail. • Ability to work in a confidential manner at all times. • Ability to manage sensitive information. • Knowledge of ICT software packages such as Microsoft Office Suite • Good customer care skills • Good interpersonal skills • Good time management and ability to prioritise and multi-task	• Knowledge of Keeping Children Safe in Education.
Work-related Personal Requirements	• Ability to work in busy office environment with frequent interruptions. • Take responsibility for own professional development and attend training courses as required to perform duties. • Act as an ambassador for the school and the Trust to its stakeholders	• Ability to quickly build an appropriate rapport with staff, students and parents

