

Job Description

POST: Office Team Leader

CONTRACT: Contract: Full time, term time only plus 2 weeks

SALARY: Grade 4, Scale Points 8-14 £20,852 - £23,484 (pro rata)

REPORTING TO: School Office Manager

RESPONSIBLE TO: Head of School

Purpose (Summary)

- To provide a comprehensive range of clerical, administrative and financial support to the school.

Duties

- To perform a comprehensive range of high level complex administrative tasks, having due regard to confidentiality and safeguarding, including complex or sensitive reports and correspondence, and supporting members of the team to monitor and reconcile budgets and produce complex financial reports and statements as required.
- To supervise administrative and finance support colleagues including coordination of activity and monitoring outputs.
- To create, manage and manipulate information relating to finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports.
- To undertake and support the team with a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash.
- To develop systems and processes to meet operational needs and to ensure the high quality of information held.
- To take responsibility for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters.
- To provide secretarial support to a wide range of meetings as required, including some Senior Leadership Teams and Governors meetings.
- To provide authoritative advice, guidance and support to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries.
- To have responsibility for the office team in leading key communications from the school to parents and carers.
- To take responsibility for the office team in updating aspects of the school website and social media.
- To oversee the administration of after school clubs including registers, payments and liaising with parents/carers and staff.
- To undertake and manage reprographics, switchboard and reception duties for the school.

General

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
- To be fully conversant with all relevant aspects of GDPR and take an active role in supporting the Data Protection Officer in their duties.
- To undertake flexible a working approach to accommodate day to day operational matters.
- To attend, as necessary, out of hours' meetings, events and training.
- To be aware of the Equalities Act; Equality of Opportunity and other legislation to ensure confidentiality of records and information.
- To undertake general hospitality duties as requested.
- To contribute to the overall development of the school and its wider activities.
- To take an active part in the liaison with contractors and other visitors to the school as and when necessary.

Health and Safety

- To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development

- To participate in the Schools Appraisal Scheme.
- To undertake any professional development necessary as identified in School Improvement Planning.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signature Date

Office Team Leader Person Specification

Qualifications and Training		Essential Desirable	
1	A good standard of secondary education to GCSE level or equivalent.	✓	
2	A good standard of literacy and numeracy.	✓	
3	Full driving licence.		✓
4	Administration or Finance Qualification.		✓
Knowledge			
5	Strong ICT skills with good working knowledge of Microsoft Outlook, Word, Excel, PowerPoint and Publisher.	✓	
6	Knowledge of school systems such as FMS, Scholarpack and Parentmail.	✓	
7	Good standard of Administration, Human Resources, Health & Safety and Financial knowledge.	✓	
8	Knowledge of maintaining pupil records and administering admissions and leavers.	✓	
9	Knowledge of administering trips and visits, preparation of letters and notices to parents/carers, processing orders and administering school meals systems.	✓	
10	Knowledge of communication systems to support all stakeholders in being informed and involved in the School.	✓	
11	Awareness of the skills required for effective partnership working.	✓	
12	Awareness of key priorities for schools.		✓
13	Knowledge of School Governance: and the statutory responsibilities of the Strategic Board.		✓
14	Full understanding of administrative processes within a school.	✓	
15	Knowledge of the Equality and Diversity Act 2010.		✓
16	Knowledge of aspects of GDPR.	✓	
17	Knowledge of Safeguarding & Child Protection procedures.	✓	
Experience			
18	Experience in carrying out a wide range of complex administrative duties appropriate to this role.	✓	
19	Experience in supporting others through training and mentoring.	✓	
20	Experience in leading / supervising a team.	✓	
21	Experience of supporting a team in preparing and managing large and complex budgets including short- and medium-term forecasting.		✓
22	Experience of supporting a team in monitoring income and expenditure against budget, actively reporting variances and providing regular financial information to senior staff.	✓	
23	Contract negotiation and management experience.		✓
24	Minute taking experience.		✓
25	Experience of acting as first point of contact for internal and external visitors and staff.	✓	
26	Time management experience.	✓	
27	Experience of building and maintaining mutually beneficial relationships with other organisations / agencies and individuals.	✓	
28	Ability to act discreetly, confidentially and show sensitivity as appropriate and dealing with information in accordance with data protection principles.	✓	
29	Experience in effectively planning, prioritising and delivering to a high standard.	✓	
30	Experience in effectively managing a range of communication methods, including updating websites.	✓	
31	Interpreting written instructions/manuals to carry out processes and procedures without regular supervision.	✓	

32	Experience of working with a variety of IT systems including word processing, spreadsheet and database operation.	✓	
33	Experience in working with children and young people.		✓
34	Experience and full understanding of facilitating meetings.	✓	
35	Experience and willingness to undertake hospitality duties.	✓	
36	Experience of handling, processing and reconciling cash, cheques, invoices or equivalent.	✓	
37	Bid writing, gaining sponsorship and developing income generation opportunities experience.		✓
Skills			
38	Ability to deal with parents/carers and pupils in a calm, friendly, positive manner over the telephone and face to face.	✓	
39	Ability to communicate via oral and written fluent and stylish English.	✓	
40	Ability to prioritise work appropriately and multitask.	✓	
41	Ability to learn new skills quickly yet produce the highest quality work.	✓	
42	Excellent system skills.	✓	
43	Analytical and numeric mind.	✓	
44	Strong ability to cope under pressure.	✓	
45	Excellent personal and business related organisational skills.	✓	
46	Ability to organise work processes to deliver on time and to agreed quality standards.	✓	
47	Ability to adapt quickly and flexibly to new demands and change.	✓	
48	Ability to lead and work as part of a team and on own initiative.	✓	
49	Ability to manage a range of resources including stock.	✓	
50	Ability to work with children and young people.	✓	
Personal Attributes			
51	Creative and lateral thinker.	✓	
52	Highly motivated self-starter with initiative to make things happen.	✓	
53	Completer / finisher.	✓	
54	Work flexibly.	✓	
55	Common sense, an eye for detail and precise spelling and grammar.	✓	
56	Confident communicator with excellent interpersonal skills.	✓	
57	Conscientious, self-motivated and focused.	✓	
58	Quality and standards driven.	✓	
59	Commitment to the "can do" ethos of the School.	✓	
60	A positive attitude and commitment to equality.	✓	
61	Committed to safeguarding and promoting the welfare of children and young people on a daily basis.	✓	
62	Commitment to further training and continuing professional development.	✓	