

<b>Post Title:</b>	<b>School Manager ( Maternity Cover to Sept 2022)</b>
<b>Reporting to:</b>	The Headteacher
<b>Working Time:</b>	52 weeks, 37.5 hours
<b>Salary/Grade:</b>	Grade 10, Point 27-30 £31,346 - £33,782
<b>Disclosure level:</b>	Enhanced

<b>Purpose:</b>	<p>Be responsible for/manage the operation and delivery of the day to day operational running of the school. Health and Safety, Compliance, Finance &amp; HR on site.</p> <ul style="list-style-type: none"> <li>• Be responsible for/manage the planning, development and monitoring of the day to day school operations across both sites.</li> <li>• Management of staff, including commissioning and delegation of relevant activities. ( Site team, Lunchtime supervisors, HR Assistant &amp; Finance Assistant)</li> <li>• Member of the school's management team</li> </ul>
<b>Tasks:</b>	<p><b><u>Organisation</u></b></p> <ul style="list-style-type: none"> <li>• Be responsible for the planning, development, design, organisation and monitoring of the school operations and whole school systems/procedures/policies, with the support of management.</li> <li>• Line Management responsibilities: <ul style="list-style-type: none"> <li>· Effectively line-manage specific colleagues, as identified in the staffing Structure i.e., HR/Finance, kitchen, premises teams.</li> <li>· Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff</li> <li>· Represent the support staff at relevant meetings</li> </ul> </li> </ul> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information</li> <li>• Be responsible for the design and effective operation of administrative procedures</li> <li>• Be responsible for the submission of relevant information to the SLT, the Governing Body and outside agencies e.g. DfE, Oxfordshire County</li> <li>• Work with the Office Manager to ensure effective communication to both parents and the school teams Council,</li> <li>• Be responsible for ensuring systems and procedures comply with the General Data Protection Regulations.</li> </ul> <p><b><u>Resources</u></b></p> <ul style="list-style-type: none"> <li>• Identify the need for, select and manage resources, including management of resource budget</li> <li>• Be responsible for the provision of specialist advice and guidance to SLT/Governing Body etc. on national and local guidelines/policy/statute etc.</li> <li>• Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising</li> <li>• Manage procurement and be responsible for securing relevant sponsorship</li> <li>• Identify the need, and be responsible, for securing appropriate licenses and insurance</li> </ul>

	<ul style="list-style-type: none"> <li>• Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development</li> <li>• Develop work specifications and manage service contracts</li> <li>• Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations</li> <li>• Assist Headteacher and EPA with the planning and monitoring of the budget</li> <li>• Be responsible for the management of Health &amp; Safety within the school, with the support of the Site Manager.</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• 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 an appropriate person</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Contribute to the development and implementation of the overall ethos/work/aims of the school</li> <li>• Develop constructive relationships and communicate with other agencies/professionals</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> </ul>

#### Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty reasonable for the grade of post not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

#### Other Specific Requirements:

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Headteacher

Signed \_\_\_\_\_

Name \_\_\_\_\_

Post-Holder

Date \_\_\_\_\_