



## Our Lady Help of Christians Catholic Academy Trust

Providing an inspirational, outstanding Catholic education for all the children and young people in our schools.

JOB TITLE	School Office Manager	JOB REF NO	
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### 1. BASIC JOB PURPOSE

Based in the school office providing comprehensive administrative, financial, HR and payroll support to the School. The post holder will work closely with senior leadership team to assist with carrying out daily administrative duties to ensure the successful and effective running of the school.

### 2. MAIN RESPONSIBILITIES

1	Responsible for all School enquiries and communication including phone/emails/post.
2	Support the senior school team with adhoc requests.
3	Financial management including processing School purchase orders and invoices ensuring that correct financial processes are adhered to.
4	Complete the monthly payroll administration and checking.
5	Maintain statistical and regulatory reports for submission to Council, Ofsted, and DfE.
6	Oversee school trips and parental online payments including setting up payment schedules and debt recovery.
7	Assist with audit preparation, ensuring the requested data is provided in a timely manner.
8	Support with the Recruitment process ensuring compliance with the Catholic Education Service and Safer Recruitment.
9	Ensure that the school maintains a balanced budget and operates within the agreed budget.
10	Administer Governance documentation and maintain records on Governor Hub.
11	Provide HR support in the form of monitoring staff absence and keeping accurate records
12	Liaise with caretaking staff for maintenance, security, health and safety including risk assessments, and site management.



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13	Maintain records on Smartlog and keep it up to date.
14	Offer administrative support for Governors' meetings and school parent associations.
15	Ensure that strategies are in place to minimise the environmental and ecological impact of the school and its operations.

Notwithstanding the detail in this job description, in accordance with the School's/Trusts Flexibility Policy and contract, the job holder will undertake such work as may be determined by the Headteacher/Governing Body/Trust from time to time, up to or at a level consistent with the Main Responsibilities of the job.