



## Job Description – Senior Admin/School Office Manager

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedure and Pudsey Primrose Hill Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

### Post Title:

Senior Admin/School Office Manager

### Post(s) to which directly responsible:

Head of School, Executive Headteacher

### Purpose of post:

- To supervise a team in providing a range of administrative support for internal and external customers.
- To assist in the provision of high quality professional, flexible, and constructive clerical administration and reception service to the school.
- To provide prompt and effective data, information and assistance to various stakeholders and outside agencies as required.

### Responsibilities

- To work as part of a team to provide customer focussed services.
- To supervise and monitor day to day activities undertaken by the team.
- To ensure the school is thoroughly safeguarded through the management and administration of the Single Central Record.
- To deal with more complex enquiries from internal and external customers.
- To prioritise own and team's work to meet conflicting deadlines.
- To monitor work outputs against relevant standards.
- To maintain accurate records and track progress of own and team's work.
- To use IT applications and Databases effectively to deliver administrative tasks.
- To input and retrieve data using computerised systems.
- To collate and prepare information from a variety of sources.
- To produce and present routine reports and data.

**Responsibilities continued.**

- To communicate effectively with internal & external customers and colleagues in relation to work undertaken including sensitive and complex information.
- To carry out routine financial transactions following financial regulations. Inputting orders onto the Trust finance system, regularly reviewing school income via the School Money system and managing and accounting for any purchasing card expenditure.
- To work with others to help improve work organisation and effectiveness.
- To assist in the development/training of new team members and to undertake and complete relevant personal and professional training commensurate with the role.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- Pudsey Primrose Hill Primary School recognises that safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguarding children and provide a safe environment in which children can learn.
- To undertake any other duties that are commensurate with the post.

**Relationships**

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

To contribute to the overall ethos, work and aims of the school and Trust.

**Physical Conditions**

This post is currently based at Pudsey Primrose Hill Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

This post is subject to an enhanced Disclosure and Barring Service check.

Pudsey Primrose Hill Primary School operates a non-smoking policy.

### Prospects

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Pudsey Primrose Hill Primary School encourages training both “in-house” and external to meet the needs of the individual and of the service.

### Economic Conditions

Nature of Appointment: Permanent appointment.

Grade: Level 5 (C3, scale points 19 to 22).

Hours: 37 hours per week. Additional hours available upon mutual agreement.

Annual Leave: Term-time only working plus 5 extra days working at the school’s discretion.

Conditions of Service: NJC conditions apply.

**Job Description Prepared/Reviewed by:** *Joe Wilson, 24/05/2022*

**Job Description Approved by:** *Kathryn Dickson, 24/05/2022*

### Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

| SKILLS   | Essential | Desirable |
|--|-----------|-----------|
| Good level of written, oral and communication skills.  |           |           |
| Able to communicate effectively with a wide range of people including sensitive and complex information. |           |           |
| Able to produce and present reports and data.  |           |           |
| Able to establish and maintain accurate records using both manual and electronic systems.                |           |           |
| Able to accurately enter/retrieve data information from information systems.                             |           |           |
| Able to contribute to the improvement of the service including processes and procedures.                 |           |           |
| Able to prioritise own and team’s work to meet conflicting deadlines.                                    |           |           |

| KNOWLEDGE/QUALIFICATIONS   | Essential | Desirable |
|--|-----------|-----------|
| Knowledge of general office procedures and practice.                             |           |           |
| Knowledge of relevant financial regulations to carry out financial transactions. |           |           |
| GCSE in English and Maths (Grade C or above, or equivalent).                     |           |           |
| NVQ Level 3 or equivalent.   |           |           |

| EXPERIENCE   | Essential | Desirable |
|--|-----------|-----------|
| Experience of dealing with more complex queries from a wide range of people.       |           |           |
| Experience of working in partnership with others to deliver work to set deadlines. |           |           |
| Experience of providing customer focussed services.                                |           |           |
| Experience of supervising and developing staff.                                    |           |           |
| Experience of participating in teams and working on own initiative.                |           |           |
| Experience in the use of the Microsoft package.                                    |           |           |
| Experience of extracting and analysing data from information databases.            |           |           |

| BEHAVIOUR AND OTHER RELATED CHARACTERISTICS   | Essential | Desirable |
|---|-----------|-----------|
| Will abide by Owlcoates Multi Academy Trust policies in the duties of the post and as an employee of the Trust.   |           |           |
| Willing to carry out all duties having regard to an employee's responsibility under Owlcoates Multi-Academy Trust and Pudsey Primrose Hill Primary School's Health and Safety Policies. |           |           |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives.  |           |           |
| An ability to respect sensitive and confidential work.  |           |           |
| Commitment to own personal development and learning.  |           |           |