

Senior Office Manager

Job Description

Grade: GR4

1. Job Purpose

- 1.1 The postholder will strategically manage clerical, and administrative support to the Head teacher and school to enable the delivery of a professional and efficient administrative service, upholding the values and vision of our school.

2. Key Responsibilities

General

- 2.1 To manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality standards.
- 2.2 Supervision of staff as required
- 2.3 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing through FMS
- 2.4 Management, collection and reconciliation of school monies and providing statistical information as required; administering free school meals and milk in schools scheme.
- 2.5 Responsibility for managing the petty cash and school fund account
- 2.6 Responsibility for administering schools' admissions procedures and accurately maintaining the pupil related information system on SIMs.
- 2.7 Responsibility for completing staff returns, and reconciling queries
- 2.8 Managing the quality clerical support including emails, word processing, reprographics and filing.

- 2.9 Responsibility for ensuring that welcoming, calm and effective main office and reception.
- 2.10 Working closely with and taking direction from the School Business Manager in administrative and office routines.
- 2.11 Manage the organization of school visits, camps and extra-curricular activities
- 2.12 To adhere to the ethos of the school
- 2.13 To promote the agreed vision and aims of the school.

Personnel and Human Resources

- 2.14 Management of HR Processes within the school, specifically preparations for interviews, safer recruitment training and to reinforce the pre-employment processes. Work with the School Business Manager to ensure compliance of the single central register.
- 2.15 Responsibility for maintenance of staff absence
- 2.16 Management of supply cover for absent staff and budget monitoring.
- 2.17 To manage other administrative and related support staff, including, leading appropriate performance management for the school administrative team.
- 2.18 To undertake appropriate professional development including adhering to the principle of performance management
 - 2.18.1 To set an example of personal integrity and professionalism
 - 2.18.2 Attendance at appropriate staff meetings and parents' evenings

Financial

- 2.19 Management of Annual Service Returns/School workforce Census/PLASC and responsibility for compiling and returning statistical information as required for City Council, DFE etc.

- 2.20 Management of budget for orders and recording of data relating to the ordering, delivering, receipting and paying invoices, ensuring that financial compliance and deadlines are met using FMS and cheque book status.
- 2.21 Input/output of data and production of associated financial reports.
- 2.22 Ensuring that individuals including visitors have a responsibility for promoting and safeguarding the welfare of children and young people.
- 2.23 To ensure all tasks are carried out with due regard to Health and Safety

Premises

- 2.24 To coordinate with the Building Site Services staff, appropriate project management arrangements, funding managements, liaison with contractors, etc
- 2.25 To oversee appropriate quality assurance procedures are in place and regularly monitored
- 2.26 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.0 Supervising Officer's Job Title: School Business Manager
- 3.1 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - ~~3. Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Office Administrator Office Manager	GR2 GR3	1 1	

5. Special Conditions

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
---------------------	---------------	-------------	--------------------	----------------

Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	<ul style="list-style-type: none"> Working in a school in a team Understanding school systems e.g. SIMS, Oracle, Parent Pay or any other school MIS English and Math's GCSE or equivalent 	AF/C AF/I AF/I
Experience Relevant work and other experience	<ul style="list-style-type: none"> Leadership and management of teams of people HR Passion for education Excellent relationships 	AF/I AF/I AF/I AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Good working knowledge of Microsoft office (Word and Excel) Excellent interpersonal skills Good organisational skills Ability to work collaboratively and lead a team Ability to interpret varying situations and solve problems on a day to day basis. Ability to work with autonomy within set boundaries Ability to cope with conflicting demands, deadlines and interruptions Ability to meet the physical demands of the post	AF/I AF/I AF/I AF/I AF/I AF/I
Training	<ul style="list-style-type: none"> Interest in own personal development and willingness to undertake further training Safeguarding and Child Protection 	AF
Other	<ul style="list-style-type: none"> Understanding and commitment to education, equality, children and families 	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.
