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**School Office Manager**

**Role profile**

**Main purpose of role**

To provide administrative support for the completion of effective support services in the running of the school.

To provide point of contact for parents and visitors, ensuring communication channels are effective.

In particular, role duties will involve those as outlined below:

**Personal assistant**

* Managing the Senior Leadership Team diary to ensure appointments are well-planned. Ensure the Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and in the Headteacher’s absence refer matters to relevant member of Senior Leadership Team for action.
* Liaising with visitors and other agencies as requested.
* Preparing agendas and supporting documentation where requested.
* In connection with staff appointments and in liaison with the MAT HR Manager and Headteacher, prepare advertisements, advertise vacancies, prepare and send out job details, obtain references and arrange interviews.
* Ensure all required checks and paperwork are completed for new staff appointments
* Taking minutes at meetings, as required.
* Any other duties appropriate to the level of the post and required by the Headteacher.

**Business support**

* To oversee the management of the administrative function of the school office, including telephones, reception area, pupil records and data management.
* To line manage the administrative team.
* To develop and maintain CPD records in school. Liaise with other schools and training providers to ensure best value is found for all training courses.
* To attend regular network events, training and briefing events where appropriate
* Assist with annual budget preparation
* Ensure the local financial transactions (e.g. petty cash, banking, dinner monies, other collections) are recorded in line with financial regulations.
* Work with the Headteacher to have an overview of spending priorities to keep within the school budget.
* To work with the MAT finance team to rationalise supplier contracts to ensure best service and best value for money.
* Support the Headteacher and Governors with fundraising, marketing and promotional strategies including small-scale charity bids.
* To work closely with MAT Finance team in the raising of purchase orders, invoice payments and reconciliation.
* Ensure administration and overview of staff absence across the school.
* To attend meetings with Trust officers when required.
* To support the headteacher re human resources issues relating to staff members, liaise with MAT Business manager and MAT HR Manager.
* To check the payroll pre-run in preparation for the pay run and advise payroll of changes to contracts.
* To conduct appraisal review meetings in line with management responsibility.
* Ensure SIMS is kept up-to-date with regards to staff and pupil information
* To liaise with key personnel as required
* To maintain an orderly and effective working environment~~.~~

**Health and Safety**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

**General**

* To contribute to the overall ethos/work/aims of the school.
* To participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Establish constructive relationships and communication with contractors and other agencies/professionals.

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**Person Specification**

**Post: School Office Manager**

**Responsible to: Headteacher**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Good numeracy / literacy skills, including GCSE (or equivalent) Maths and English. | * Relevant finance or school business qualification * First Aid Qualification |
| **EXPERIENCE** | * PA or senior secretarial experience * Sound experience of the full range of administrative tasks. * General knowledge of office procedures | * Conversant with MAT policies and procedures. * Experience of working within a special school or mainstream school. * Understanding of special school funding streams. * Supervisory experience * HR experience * Financial administration experience |
| **SKILLS** | * Ability to use relevant equipment or resources and technology * Excellent interpersonal skills in liaising with staff, pupils, parents and visitors. * Ability to communicate effectively, verbally and in writing, with members of the public, colleagues, pupils and official visitors * Ability to prioritise own workload and identify problems that may require actions by others * Work constructively and flexibly as part of a team, understanding school roles and responsibilities. * Competent in the use of a wide range of ICT packages including Microsoft office: Word; Excel; Powerpoint * Experience with financial management systems. * Ability to establish, improve and develop systems * Excellent role model for oral and written communication. * Willingness to participate in development and training opportunities. | * Intermediate or Advanced use of ICT packages * Experience in use of SIMS information system. SIMS data manipulation skills and report writing. * Knowledge of first aid |
| **QUALITIES** | * A highly professional approach to their work. * Ability to maintain the utmost confidentiality. * Energy and enthusiasm. * A drive to make things happen. * A desire to make a difference. * Good sense of humour. |  |