

JOB DESCRIPTION

Post: Office Manager
Grade: H (pt. 31-34)
Reporting to: Principal

Overall purpose of the post

To provide a comprehensive range of confidential administrative services to the Principal and Senior Leadership Team (SLT), providing an efficient and effective support to the Principal in all aspects of their role, including HR and recruitment support. To manage the administration support in the academy ensuring an efficient service is provided. To assist in supporting the Principal through the provision of financial support and information. Ensuring the academy's financial management is sound and procedures are adhered to, and relevant reports are forwarded to Delta central finance in a timely manner.

Responsibilities and accountabilities

1. To be responsible for maintaining the Principal's diary and co-ordinating appointments, arrange meetings and ensure appropriate facilities and hospitality are provided as required.
2. To act as a first point of contact for the Principal and SLT, filtering enquiries as appropriate and taking and passing on messages to staff when required.
3. To take messages in the Principals' absence, dealing with urgent items as required.
4. To receive and process incoming mail for the Principal, prioritising as necessary and dealing with urgent items as required.
5. To provide typing/word processing support to the Principal and SLT.
6. To collect and maintain personnel records and complete personnel related documentation (e.g. new starters, changes to personal details, pay variations, timesheets and absence).
7. To maintain the academy's Single Central Record (SCR) and ensure all relevant information for new staff is checked and recorded (including DBS checks).
8. To liaise with the Trust's HR team to support HR processes within the academy, ensuring that processes are adhered to and accurate minutes are taken at meetings.
9. To manage the provision of supply staff as required and arrange cover within the academy.
10. To liaise with the Trust's Recruitment team to manage the recruitment process for the academy and ensure compliance with the Trust's processes.
11. To be responsible for the efficient and effective running of the academy administration support, quality assuring the work produced.
12. To line manage the office staff and student services manager including assessing training needs and arranging courses as required, performance management and monitoring of holiday and sickness.
13. To prepare confidential items as required.
14. To maintain relevant filing systems.
15. To take minutes of meetings as required.
16. To prepare reports for distribution as required.
17. To liaise with staff, AAB members, the Trust, parents and students as required.
18. To be responsible for the stock control of office items and re-ordering as required in line with delegated budgets.
19. To coordinate the production of academy publications and liaise with staff on the production of the information packs for academy events.
20. To manage the administration of exclusion letters, relevant documentation and arranging student Disciplinary meetings.
21. To coordinate communications to parents/carers from the Principal and SLT on the academy website.

22. To ensure strict confidentiality in all areas of work.
23. To comply with the academy's Safeguarding Procedures at all times and liaise with the Safeguarding co-ordinator over any safeguarding concerns.
24. To comply with the academy's policies and procedures at all times.
25. To liaise and work with Delta to undertake relevant administration to the academy, advising as appropriate to both the management team and staff of best practice and procedures to be followed
26. To improve the efficiency of the academy facilities and communication; advising the Academy Advisory Body and SLT as appropriate and attendance at meetings and reporting accordingly
27. To manage the processing of orders, invoices and payment for goods and services, using finance software
28. To ensure purchase order or invoice related queries are dealt with speedily and effectively and are appropriately authorised
29. To check financial transactions to ensure that correct procedures are adhered to
30. To assist in ensuring effective procurement practice and ensuring Best Value principles are met
31. Obtaining quotes for goods and services where necessary
32. To regularly review SLAs and contracts to ensure Best Value and Value for Money
33. To ensure all orders are delivered in the agreed timescales, deliveries match the academy purchase orders and any discrepancies are queried with the supplier
34. To update the asset register in accordance with the academy's financial procedures
35. To maintain filing systems to fulfil audit requirements
36. To ensure procedures are followed in collecting, receipting and banking all monies received
37. To produce monthly management accounts including bank, purchase ledger and sales ledger reconciliations
38. To produce monthly variance analysis of actuals to budgets
39. To develop 5 year forecasts using HCSS in conjunction with Delta core finance
40. To monitor all budgets regularly and reporting to the Principal as necessary
41. To ensure all staff adhere to financial regulations
42. To liaise with all budget holders and providing advice if required
43. To check monthly payroll reports and reporting any discrepancies
44. To monitor school trips/visits ensuring they are self-funding and ensure risk assessments are completed in accordance with Delta policies
45. To prompt SLT with the dates for the review of policies, update hard copies and the school online policy folder
46. To manage Every (an online tool to manage premises, compliance , contracts, procurement and suppliers)
47. To work with Delta's Facilities team on planned maintenance projects to agree a schedule and ensure value for money and to submit bids for Capital Funding to Delta
48. To be responsible for site management with over sight of the Caretakers and health and safety
49. To hold line management responsibilities of the Caretakers and Lunchtime Supervisors
50. To manage all contractors (including catering and cleaning)
51. To manage academy lettings
52. Responsibility for overall security of the building including all key holder responsibilities such as alarm call out.
53. Health and safety coordinator.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External	Contractors, suppliers, parents and external agency professionals.
Internal	Students, staff, parents/carers, EAB members and any other visitors to the Academy

This job description may be subject to change, following consultation between the post holder and the academy.

PERSON SPECIFICATION

Office Manager (including Finance)

	Essential	Desirable	MOA
QUALIFICATIONS			
GCSE Grade A*-C, or equivalent, in both English and Maths	*		A/C
AAT qualified or equivalent qualification NVQ level 4 and/or experience in relevant discipline	*		A/I/C
Safer recruitment in education		*	A/C
EXPERIENCE AND KNOWLEDGE			
A knowledge of Best Value and financial regulations	*		I
Experience of using accounts and budgetary software	*		A/I
Experience of using Civica and HCSS		*	A/I
Experience in using Excel/Word	*		A/I
Experience of working in a finance related environment	*		A/I
Experience of cash handling	*		A/I
Experience of supervising others	*		A/I/R
Experience of working in a school environment		*	A/I
Experience of office administration		*	A/I
SKILLS			
Motivation to work with children and young people	*		I/R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	*		I/R
Ability to motivate a team		*	
Good numeracy/literacy skills	*		I/R
Good ICT skills	*		A/I
Good written skills	*		A
Ability to communicate effectively to all stakeholders	*		I
Excellent time management	*		I/R