

## Job Description

<b>Post Title:</b>	<b>Office Manager</b>
<b>Location:</b>	<b>Highfields Spencer Academy,</b>
<b>Salary/Pay Range:</b>	<b>NJC10-14 - <i>depending on experience and qualifications</i></b>
<b>Hours of work:</b>	<b>Full Time, <i>37 hours a week, TTO + Two weeks</i></b>
<b>Reporting to:</b>	<b>Principal</b>

## Purpose of Role

- To manage the school office and reception area in an efficient and effective manner.
- Provide administrative support to the Headteacher to ensure that the school meets its educational aims and operational obligations.
- Promotes the highest standards of operational functions and ensures the most effective use of resources.
- Is responsible for delivering financial and HR administration as directed by Trust Finance and HR.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- Works in partnership with the Spencer Trust Central Team to assist with the provision of management information, facility & property issues and health & safety management in the school.

## Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

## Main Duties and Responsibilities

Specific responsibilities include:

**Administration Supervision**

The Office Manager will manage this function within the school for the Headteacher, but will also work in partnership with Spencer Trust Central Team.

- Line manage the office team to deliver efficient and effective administration of school office process and procedure, including performance review for members of the office team
- Manage systems and link processes that interact across the school to form complete systems.
- Design and maintain administrative systems that deliver outcomes based on the Trust/school's aims.
- Define and delegate responsibilities for reporting staff.
- Assist with processes/measures that are affordable and that will enable value for money decisions for those managing resources.
- Establish and use effective methods to review and improve systems such as trips and visits administration, admissions, cover arrangements, correspondence with parents, first aid, school calendar, school policies etc.
- Operate all computer software applications with regard to school data.
- Clerk to Trust Board and Governors with all meeting arrangements.
- In conjunction with key Trust staff, prepare information for publications and complex returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.

**Clerk to Governors:*****Training to be provided***

- To ensure that the governing body receives an efficient and effective clerking service and is managed in line with Spencer Academies Trust policies and protocols.
- Provide advice and guidance to the governing body on governance legislation, procedural matters, changes to its responsibilities and offer advice on best practice. Ensure that statutory policies are in place. Advise on the annual calendar of meetings and tasks.
- Send out new governor induction materials and contribute to new governor induction as appropriate.
- Ensure effective administration of meetings including the preparation of focused agendas, preparation of papers, ensuring meetings are quorate, record attendance and draft minutes indicating who is responsible for any agreed actions. Follow up on agreed actions and distribute agreed minutes and agendas.

- Advise the governing body on matters of membership including governor's terms of office, maintain a register of pecuniary interests and maintaining all other records as appropriate.
- Manage information and records relating to current terms of reference, nominated governors, minutes, correspondence and statutory policies.
- To escalate any governance issues in school to the Trust Head of Governance and Compliance.

### **Financial Resource Management -**

#### ***Training to be provided***

The Office Manager will:

- Process financial transactions at school level (orders and invoices).
- Co-ordinate approval process for payment of invoices by the Trust.
- Control income collection and issuing invoices.
- Assist with the administration of payroll as directed by Trust Finance team.
- Control petty cash and school trip income.
- Liaise with Trust finance staff regarding potential revisions to budgets.
- Advise the Headteacher if fraudulent activities are suspected or uncovered.
- Assist in identifying additional finance required to fund the school's proposed activities.
- Assist in monitoring the effectiveness and implementation of agreements.
- Ensure that the Trust's financial policies and Academy's Financial Handbook are adhered to within the school.
- Ensure compliance with auditors' requirements (retention of records, files maintained etc).
- Assist the Trust's Finance Officer/Director in resolving school level finance queries.

### **Human Resource Management**

#### ***Training to be provided***

The Office Manager will be responsible for all operational HR duties.

This will mean being able to work with minimum supervision (following induction and other relevant training). Guidance and support will be available from the Trust's HR Manager as required and HR colleagues within CET.

- Administer all recruitment processes up to Assistant Headteacher level. This will include placing adverts and checking job descriptions.
- Responsibility for all interview arrangements including Panel member attendance.
- Ensuring that all recruitment information is uploaded (via Trust Central Team) onto the school's website and removed in a timely manner and that all materials referred to are the latest versions.
- New starters: carrying out all pre-employment checks through Vera (Trust's payroll providers), processing contracts/pay and ensuring associated paperwork is correct.
- Preparing new starter files, assisting with the provision of inductions and probation review materials.
- Ensuring that all staff have a clear understanding of the policies and procedures in place during induction.
- Ensure that the Trust's Equality Policy is clearly communicated to all new staff and issue reminders when instructed.
- Assist the Headteacher with appraisal arrangements.
- Carry out appraisals for any direct reporting administrative staff and prepare CPD plans for the Headteacher to review/sign off.
- Dealing with any day-to-day HR queries such as pay, annual leave, contract queries, maternity leave paperwork etc, escalating to Trust HR as appropriate.
- Maintaining accurate attendance records, following up sickness absence issues including making OH referrals.
- Assist the Headteacher with the preparation of any minor disciplinary, sickness or capability issues. Trust HR will manage complex cases.
- Maintaining up-to-date employment files for all school employees, temporary workers, supply and volunteer workers.
- Responsibility for ensuring that the Single Central Record is kept up-to-date and reporting queries to Trust HR.
- Providing administrative support for all other school related HR issues.

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.



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## ACADEMIES TRUST

- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Higher qualification in finance / personnel or related area	✓	
Evidence of further recent relevant professional development	✓	
Excellent numeracy/literacy skills	✓	
CIPD qualified or associate		✓
Evidence of training in school-based support, business management or holds the Certificate in School Business Management	✓	
Experience in processing invoices and basic financial transactions	✓	
Experience in related field of work	✓	
Experience of supervising staff	✓	
Experience in processing invoices and basic financial transactions		
Experience in related field of work	✓	
Experience of supervising staff	✓	
Work with a range of outside bodies, parents and governors	✓	
Quality management and monitoring performance	✓	
Staff training, induction and development		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent		
Experience of working in a busy office	✓	✓
General reception, clerical and administration	✓	
NVQ Level 3 or 4 in Administration or similar IT qualification	✓	
Previous experience in an educational environment		✓
<b>Knowledge and skills</b>		

Ability to work calmly under pressure and meet deadlines	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school based systems and specified timelines	✓	
Working knowledge of a range of administration procedures	✓	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	✓	
SIMS management information system	✓	✓
Data protection and security policies		✓

Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	