

## **Job Description**

<b>Job Title:</b>	<b>Office Manager</b>
<b>Location:</b>	<b>Norrth Ormesby Primary Academy</b>
<b>Hours of Work:</b>	<b>37 hours per week</b>
<b>Reports to:</b>	<b>Principal</b>

## **Purpose of the Role:**

To lead and manage the office at North Ormesby Primary Academy and management of the office staff. Support the Principal and the academy in a range of office and administrative work to include School census reporting, maintenance of pupil records, supporting information exchanges between the academy and HR & Finance Hubs, line management of the Office team. Promote and follow the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## **Responsibilities:**

The Office Manager is the business operations leader for the school, responsible for all duties that are not directly related to teaching, but include HR and Finance single point of contact, management administrative team & work, pupil data and school communications. The purpose of the role is to develop and implement a comprehensive & efficient administrative and managerial support service to meet all school operational requirements.

## **Main Duties & Responsibilities:**

### **Support to the Principal and SLT**

- Act as PA to the Principal as and when required, including diary management & organise training courses/travel for SLT and teaching staff
- Line manage the Office Team
- To manage IT within the academy (create new staff ID cards, website and social media updates) to include up to date with policies, arranging reviews as and when required and compliant with AET statutory requirements, with support from IT services
- Act as Marketing & Communications liaison - assisting /promoting/advertising vacancies, places, etc
- Manage the School Workforce Census returns - collect and submit data for the school workforce census for the academy and supervise the administration team and work in this area of work
- To act as point of contact for any legal issues, informing and liaising with the Principal

- Act as GDPR champion and carry out regular audits to ensure full compliance as and when requested by AET / Academy & have an overview of communication to parents via social media and evaluate the effectiveness of communication
- Ensure academy safeguarding compliance with the Principal with regards to the SCR including ensuring the appropriate checks are in place for visitors/temporary members of staff. Raise queries with the Principal.
- Arrange for updating, publishing etc of school handbook, prospectus and other document

### **HR Support & liaison between School and HR Hub**

- Liaise with HR Hub on all HR issues including staff contracts, probation periods, absence management, changes of all employed / non-employed staff information following advice and guidance from the HR HUB
- Manage academy LOA process for all staff - accepting requests, referencing against AET & HR policy & HR HUB advice, confirming decisions with the Principal
- Support the HR Hub in communicating the outcomes of appraisal for all staff
- Manage staff induction - ensure that all new staff have been fully inducted and appropriate paperwork has been completed, code of conduct, and all safeguarding training.
- To assist the Principal with checking the staff pay reviews
- Provide HR Hub with changes of all staff, contractor, volunteer information for the SCR (Single Central Record (SCR)) following advice and procedures
- To work with the Principal and the HR HUB on all aspects of staff recruitment - raising academy REQ's, arranging for the placing of adverts for approved roles with HR Hub. If required, calling candidates for interviews, contacting successful candidates and support the HUB for relevant documentation to be brought into school to enable appropriate checks and records to be updated by the HR HUB

### **Finance Support and liaison between School and Finance Hub**

- Liaise with the finance team to ensure procedures are clarified over budget or ordering process.
- To undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems (PSF) operated by the School in accordance with agreed procedures and regulations.
- To undertake accounting operations including receiving and processing purchase orders in PSF, ensuring that all PO's are assigned to the correct budget code; checking invoices and requests for payments.
- To manage the Finance Team inbox and ensure that all PO's are raised in a timely manner.
- To ensure all items on orders have been received correctly in liaison with budget holders and have been Good Receipts upon delivery/completion of work.

- To respond to account queries from staff and suppliers, resolving problems and using discretion in referring issues to the Finance Manager.
- To contact new suppliers and gather information in order for Finance Hub to set up as a new supplier.
- Source quotes of over £5k are supplied with 3 quotes; over £15k supplied with 5 quotes in accordance with the Finance Procedures.
- To undertake administrative tasks relating to licences held by both academies
- To check all supply staff timesheets and ensure that invoices are correct

### **People Management**

- Undertake appropriate induction, probationary and training & development for the office staff including appraisals
- Planning of all reception and administration work ensuring there is the most efficient organisation of resources
- Support and line management of reception and administration teams and complete return to work information as required forwarding all to the HR HUB.
- Line manage & supervise the work of the following staff, Administrative and Office Staff, Reprographics Assistant

### **Pupil Information & Records**

- To oversee all systems hold accurate data for pupils and audit trails are kept and available to verify the data held within the school systems
- Ensure all Free School Meals (FSM) & pupil premium data maintained with audit trails and updated and accurate
- To manage and update all administrative and information systems and processes as required, including retrieving and collating information to ensure the delivery of a high level administrative service, and produce information and data as required, for example, student data. Maintain and collate reports as required.
- To lead and manage all year end procedures (staff & pupils) and allocate certain processes to office staff
- To manage the administration of dinner monies, breakfast club and other pupil income streams via the School Money cashless system
- To ensure that any debt on school dinner payments is kept to a minimum.

### **Wider school responsibilities**

- To receive visitors to the Academy and to communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- Maintain records of stationery supplies and stock, cataloguing and distributing and ordering stock and equipment as required.
- Develop and implement Office procedures

- To log help desk tickets with school's facilities on behalf of the academy via academy systems
- Complete such returns as may be required by the Academy, Department of Education and maintain filing systems
- Complete regular audits to ensure safeguarding checks are carried out effectively in the main office and with outside contractors; requests of Letter of Assurances
- Act as point of contact for any legal issues, liaising with the Principal
- Safer Recruitment Trained - support with & interview candidates as and when requested by the Principal
- Ensure staff with safeguarding responsibilities (DSP & DSL's), training is renewed every 2 years
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, IT, confidentiality and data protection, reporting all concerns to an appropriate person
- Safeguarding - responsible for compliance with safeguarding procedures including visitor management and staff access, H&S onsite for staff and visitors, First aid/Fire Marshall/DSL posters and completion of AssesNet for accident reporting
- Health & Safety Rep for academy- organising H&S meetings, minute taking and distributing

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of academyEnterprise Trust. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of academyEnterprise Trust provided that they are consistent with the nature of the post.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all

academy related matters.

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Safeguarding:**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**  
**Role: Office Manager**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Minimum 4 GCSE passes C and above including English and Maths</li> <li>• Relevant NVQ qualification or demonstrate equivalent experience</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> <li>• Two years experience in office manager/similar role &amp; line management of staff</li> <li>• Experience of operating administrative and general office systems</li> <li>• Experience of using PC's, google, knowledge of databases &amp; internet software, able to use keyboard with precision and speed</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of communication with parents</li> <li>• School experience</li> </ul>
<b>Skills</b>	Line management responsibilities	<ul style="list-style-type: none"> <li>• Previous experience of managing team members - attendance and work</li> </ul>	
	Communication	<ul style="list-style-type: none"> <li>• General communication with parents about events; parents' evenings, workshops, charity days, special events.</li> <li>• Schedule and attend school-based meetings with parents/carers as necessary as directed.</li> <li>• Accurately minute meetings (and where relevant, telephone conversations) with parents/carers.</li> </ul>	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> </ul>	



		<ul style="list-style-type: none"> <li>• Ability to adopt a professional, helpful and confident manner</li> <li>• Google &amp; Word processing/typing of letters and materials as directed.</li> <li>• The use of school computer systems where appropriate: Cloud School, Parent Pay, Google docs, email etc.</li> </ul>	
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<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Enjoys building positive relationships with students, parents and teachers</li> <li>• Enthusiasm, reliability and commitment to a personal vision.</li> <li>• Team player</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	