

POST: **Office Manager**

GRADE: PO1 scale 28 to 31 £35,067 to £37,491 FTE (£30,418 to £32,521 Pro Rata)

RESPONSIBLE FOR: Administrative Officers,
Premises Staff

ACCOUNTABLE TO: Head Teacher

MAIN PURPOSE OF JOB

To be responsible for all of the disciplines of Personnel, Administration and Resource Management including the planning, development and monitoring of the operation and delivery of support services within the School. The post-holder will support the strategic development of the school by:

- Assisting the Head Teacher in the implementation of school policies and procedures
- Promoting the aims, objectives and ethos of the school
- Liaising with external agencies as appropriate
- Ensuring specific day to day functions of the school run smoothly
- Ensuring a healthy, clean and safe environment is maintained to high standard
- Establishing good working relationships with all stakeholders
- To promote the school's Church of England Values
- Any other duty as required by the line manager to ensure the effective running of the school, to include undertaking duties and working with children.

KEY RESPONSIBILITIES

1) Strategic Role

- a) Responsibility for strategic planning aspects over current year and a three to five year periods where financial implications occur in order for the school to make the best possible use of resources available and to keep abreast of and advise on current government policies
- b) To work collaboratively with the Finance Manager to ensure they have all resources and information to produce budget forecasting plans and monitor budget and spend.
- c) To work collaboratively with the Finance Manager to ensure systems, processes and procedures are in place to ensure effective and timely banking of invoices and reconciliation of accounts.
- d) To support the development, drafting and recommendation of all policies within the remit of the role for approval by the Governing Body. In developing policies, consideration will be given to school needs, action planning, priorities and procedures to ensure that policies are communicated and consulted with staff, contractors, parents, children, the local authority, local academies and other interested parties.

- e) In collaboration, provide vision, strategic direction and leadership in the planning, management and development of effective operations across the school in HR, administration and premises.
- f) Ensuring that the school meets its non-teaching legal and statutory responsibilities through advice, direction and support to the Head Teacher and the governing body.
- g) Develop and lead an effective, multi-disciplined team made up of both directly employed staff and external contractors. The team covers all non-teaching functions and includes, but is not limited to, HR, Administration, Communications, Premises Management, ICT and clerical support.
- h) Assist with the development and continuous improvement of all non-teaching staff.
- i) To lead engagement and relationship management with the school's key suppliers and ensure that supplies, services and works provided to the school meet the needs of the school and procurement and best value standards

2) General Management and Administration

- a) To be responsible for the overall line management and professional development of the Administration staff and Premises Staff developing and implementing new procedures, protocols and office systems to meet the changing needs of the school.
- b) To set objectives and manage performance of administration officers and premises team.
- c) To provide liaison and support for the Governing Body & their clerk as required.
 - Preparing and presenting reports at all Governor Sub-Committee meetings as required
 - Preparing reports (as appropriate) for significant items of importance
 - Preparation of statistics when requested
 - Preparation of correspondence arising from Governors' meetings
- d) In collaboration, make recommendations to the Head Teacher and others to promote the school with local businesses, the LA, external agencies and other institutions including developing and maintaining all the school's marketing & information materials and website.
- e) To recommend, establish and maintain computer-aided administration, which supports all the general work in the school, including statistical analysis ensuring that the pupil database and other pupil records are properly maintained and regularly updated.
- f) Timely completion of all statutory returns. To include but not limited to, School Census, Workforce Census, EFA returns

3) Admissions

- a) To be responsible for the administration of admissions (as the admissions authority) for the nursery, including adherence to the school's admission policy, giving information, where possible, to appropriate staff before the children begin school. Ensuring that in-year admissions are conducted in a timely way to minimise the number of vacant places on the school role.

4) Personnel and Human Resources Management

- a) Be responsible for ensuring effective procedures are in place to meet regulations in relation to all personnel matters relating to staff.
- b) Provide a confidential, effective and efficient personnel service to all staff in line with the school's adopted policies and procedures.

- c) Oversee the administration of all personnel matters including recruitment, retention, contracts of employment, payroll and pensions administration.
- d) Oversee the maintenance of manual and computerised personnel records securely
- e) Oversee the provision of induction for newly appointed support staff and advice and guidance to existing staff on issues relating to their employment
- f) Liaise with 'bought in' services e.g. Occupational Health, Payroll, Pensions.

5) Finance and Accountancy

- a) To provide accurate and relevant information in a timely and organised manner for the Finance Officer

6) Contract Management and Procurement

- a) To be responsible for and manage all of the school's contracts with external providers which will include, but are not limited to:
 - I. Site Services and Cleaning
 - II. Photocopying and Printing
 - III. ICT Service and Support
 - IV. Catering Services
 - V. Site Maintenance and Health and Safety
 - VI. ICT Software
- b) To lead in the development of performance indicators to manage all contractors
- c) To lead in dispute resolution and rectification where contractor performance is not meeting standards
- d) To identify, research and recommend contractors to the Governing Body
- e) To ensure that the school adheres to the Procurement guidelines and that major procurement is communicated to the leadership team and governors

8) Communication and ICT

- a) To be a contributor to the maintenance and development of the school's website
- b) To ensure that all office & premises staff contribute to professional and welcoming environment.
- c) Work with the Leadership team and ICT Manager to develop a sustainable, cost-effective ICT plan that supports both educational and operational objectives.

9) Premises

- a) Work with the Site Manager in the management and maintenance of the school site (including planned works) and to ensure that contracts for annual checks are carried out as well as ensuring all insurance and liability insurance policies are up to date.
- b) To ensure, as far as is practicable, that the security of the site is maintained at all times and to make recommendations for improvement as necessary and is compliant with Safeguarding policies
- c) Support the facilities and estate functions of the school to ensure as far as reasonably possible that:

- I. an asset management plan is developed, implemented and updated in line with agreed priorities including risk management;
 - II. all sites, buildings and facilities are compliant with relevant legislation and procedures such as health & safety and child protection;
 - III. caretaking, cleaning, grounds maintenance and building maintenance programmes are fulfilled to the agreed quality standards by staff and contractors;
 - IV. catering is managed to agreed delivery criteria and within agreed budgets;
 - V. policies and procedures for contractor and supplier access to site and their management on site is aligned to children safeguarding policies.
- d) Under guidance establish and maintain a School Health and Safety policy and oversee a programme of risk assessments and fire drills.
 - e) To maintain a lettings policy for the School and explore avenues for letting premises and increasing income and to develop ways in which the School can be accessed for community use.
 - f) To remain vigilant and to act responsibly to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature, including a requirement to report any incidents that have been witnessed, heard or suspected.
 - g) Commission, procure and manage external services required for the facilities and estate management function.
 - h) To undertake other related duties that may be required to meet the needs of the school.

POST: Office Manager**PERSON SPECIFICATION**

Personal attributes	
Be well presented, hardworking, trustworthy, caring and able to empathise with others	Essential
Ability to work successfully as a team member, establishing effective working relationships and flexible working practices	Essential
Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.	Essential
Ability to communicate effectively both orally and in writing using standard English (including being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Authority)	Essential
Physical ability to perform the duties of the post with the support of aids or adaptations as required.	Essential
Be able to fully respect and engage in the Christian life of an Anglican school	Essential
Qualifications	
Educated to a minimum of NVQ Level 4 in a relevant discipline/subject	Desirable
Certificate or Diploma of School Business Management from the National College for School Leadership (NCSL)	Desirable
Experience, Knowledge and Skills	
Experience of using information systems including computerised systems (SIMS / FMS6) in an administrative environment	Desirable
Experience of providing high-level administrative support including experience of managing staff	Desirable
Experience of developing and implementing a range of administrative and technical policies and procedures.	Desirable
Experience of analysing data, developing systems, problem solving and project management	Desirable
Experience of premises or site management including knowledge of the application of Health & Safety in a school/college setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessments	Desirable
Ability to undertake a wide range of finance, personnel and administrative tasks	Essential
Ability to analyse and interpret complex information, make recommendations, manage change and have an impact on future planning.	Desirable
Ability to collate statistical data and present in written reports	Essential
A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner city deprivation and the ability to develop appropriate responses to the needs arising. Knowledge and understanding of child protection and safeguarding.	Essential
Proven numeracy skills	Essential