

JOB DESCRIPTION

Job Title:	Office Manager
Grade:	SO1
Salary:	£35,223 to £36,417
Hours:	35 hours a week, 52 weeks a year
Responsible to:	The Headteacher

The Office Manager is managed by and directly accountable to the Headteacher and is responsible for oversight of the school's administration systems, finance administration, human resources, SLAs and facilities management. The post holder will support the academy's Senior Leadership Team and will lead on areas of work as they are identified. The Headteacher will agree areas of responsibility with the post holder. The post holder will assume line management responsibility for the School Administrator, Receptionist and Site Assistant and will act as a key point of contact for other functions across the Trust.

MAIN PURPOSE OF THE JOB:

- The post holder will be accountable to the Headteacher.
- The post holder is responsible for professional leadership and management of the school office team.
- The successful candidate will need to agree specific objectives with the Headteacher.

KEY RESPONSIBILITIES OF THE JOB HOLDER:

Leadership & Strategic:

1. Contribute to appropriate Senior Leadership Team meetings.
2. To manage and monitor finance, HR, external contractors and resources effectively.
3. To undertake line management of the Site Assistant and administrative staff.
4. Plan and manage change in accordance with the school improvement plan.
5. To lead and inspire staff, and to promote the development of teamwork and collective responsibility to enable all learners to achieve their full potential. To actively promote the values and ethos of the school.

6. To monitor and review all school policies, creating updates as required.

Financial Responsibilities:

7. Assist the Headteacher by ensuring that all school-based financial administration, recording and reporting procedures are followed in a timely way, in accordance with prevailing policies and procedures.
8. Identify additional finance required to fund the school's proposed activities.
9. Ensuring that efficient and secure routines are established and maintained for the collection, security, distribution and banking of cash. To deal with the administration of petty cash.
10. Ensuring that appropriate arrangements are made for grants to, and travel permits (blue badges) for school journeys.
11. Monitor the effectiveness and implementation of Service Level Agreements.
12. Oversight of ordering and invoicing systems, petty cash, use of premises outside school hours. Be responsible for financial administration such as placing orders, invoicing, making payments, issuing receipts etc. Ensure Purchase Orders are raised for the school expenditure as appropriate, check full receipt of goods/services, and liaise with suppliers regarding outstanding orders.
13. Regular market testing of all services for which the school receives delegated funds ensuring "best value" is received. Ensuring the school follows 'Value for Money (VFM)' procedures and best practice.
14. Ensuring contract compliance and communicating with suppliers and contractors, liaising as needed with the Trust's Estates team, in the interest of the school.
15. To manage staff and student lunch payments using ARBOR.
16. Undertake administrative tasks relating to licences held by the School.

Human Resource Management:

17. Supervising, planning, monitoring and co-ordinating the work of the School Receptionist, Administrator and Site Team to ensure that the office team makes a valuable contribution to the efficient operations of the school.

18. Co-ordinate all school-based HR procedures in accordance with Trust policies relating to safer recruitment, absence management, probations, payroll and other HR processes. Liaise with the central HR & payroll teams in collaboration with the Headteacher.
19. Act as the key point of contact for school staff who may need to report an unplanned absence, ensuring that all absences are recorded and reported to the Deputy Headteacher. Support the Deputy Headteacher by contacting agencies, as needed, to provide essential cover.
20. Maintain staff absence records in accordance with Trust policy and systems and ensure that the Headteacher is kept aware of absence levels and trigger points.
21. Liaise with the Headteacher in conjunction with central HR to maintain the Single Central Record for the schools and ensure that procedures for pre-employment vetting are compliant with Keeping Children Safe in Education and the Trust's recruitment policy.
22. Provide accurate and timely information to HR and Payroll in relation to new starters, leavers and other agreed contractual changes or payments arising during employment.
23. Maintain mandatory training records for all staff ensuring relevant forms including learner agreements are completed.
24. Producing the annual workforce census and other termly reports as required.

Health and Safety

25. To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with Health & Safety legislation. To act as the school's Health & Safety Co-ordinator.
26. To promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures with particular reference to: child protection policy, positive handling policy, behaviour policy and the staff code of conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.
27. Strategic responsibility for development of a risk assessment policy as it relates to staff, visitors and pupils: including security, curriculum, fire, school journey, equipment, buildings, insurance and administration.

Facility & Property Management

28. To liaise closely and work in partnership with the Site Assistant in planning for all refurbishment/development and maintenance works where these are to be funded from revenue/delegated capital budgets including drawing up of specifications, issuing of contracts, and contract compliance.
29. Overseeing the letting of school premises to external organisations, for the development of the extended services and local community requirements.
30. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations. Working with the Trust Estates team where required to get support, advice and guidance where relevant regarding any capital projects.
31. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.

General:

The scope of this profile reflects the needs of the school at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the school change over time.

Safeguarding:

This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity to all.

PERSON SPECIFICATION: Business Manager

Qualifications:	Essential	Desirable
A degree-level qualification, or equivalent experience, relating to Business, Finance or Human Resources Management.		√
Training in areas relevant to the post which might include SIMS, Microsoft Office products and management training.		√

Knowledge and Experience:	Essential	Desirable
Experience of middle or senior management including a strong track record in financial management	√	
Experience of managing a team and delivering performance management and addressing underperformance when necessary.	√	
Experience of managing a budget and resources	√	
Experience of premises management	√	
Experience of implementing sound financial systems to ensure maximum educational benefit to pupils within a cash limited budget	√	
Experience of establishing and maintaining partnerships with schools	√	
Experience of working with parents and local community organisations	√	
Knowledge of financial management systems. Knowledge of Sun Systems, SIMS and ARBOR will be an advantage.	√	
An excellent knowledge of ICT systems and the ability to use ICT to enhance service delivery of administration	√	
An understanding of Special Educational Needs and the Code of Practice as well as Child Protection procedures	√	
A commitment to promoting equal opportunities and inclusion, and an understanding of the links between schooling, behaviour and equality of opportunity	√	
Understanding of the process of delivering a multi-disciplinary support service to young people		√
Knowledge and understanding of legislation of Alternative Provision and their role within the wider borough strategy for promoting positive behaviour		√

Skills and Competencies:	Essential	Desirable
Proven management skills including the management of people and resources	√	
Proven consultation and negotiation skills including effective communication skills, both oral and written	√	
Evidence of working effectively within a team and of providing effective line management.	√	
The ability to complete tasks within strict deadlines and to work flexibly to achieve targets	√	
Ability to use initiative in developing financial administration systems and reports to increase efficiency and effectiveness through clear and accurate presentation of data.	√	
Advanced spreadsheet skills	√	
Evidence of effective planning and organisational skills	√	
Experience of handling staffing matters with discretion, tact and sensitivity, and maintaining confidentiality at all times.	√	

Other Qualities:	Essential	Desirable
An understanding of, and commitment to, the Trust's Equality and Diversity policies	√	
An understanding of, and commitment to, the Trust's Health and Safety Policies	√	
An understanding of, and commitment to, the Trust's Safeguarding and Child Protection policies.	√	
A commitment to undertake relevant professional development activities as appropriate to the remit of the role.	√	