



nishkamschooltrust

Job Title	Office Manager
Salary	Grade 6 (FTE: £29,452.00 - £34,901.00) Review of salary scale after 18 months as the school grows
Reporting to:	Principal
Responsible for:	Administration Team
Location:	Nishkam High School, West London Current (Temporary Site): 390 London Road, Isleworth, TW7 5AJ Permanent Site Opening September 2018: Wood Lane, Osterley, Hounslow

Nishkam High School is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

As a key member of the Trust's Administration Team you will be required to organise resources and provide business information and support across the administrative, financial and estate management provision within the school.

Duties & Responsibilities	
Organisation	<ul style="list-style-type: none"> - Contribute to the planning, development and organisation of administration and financial support systems and procedures - To organise arrangements for school trips and events - Supervise, train and develop staff where appropriate
Administration	<ul style="list-style-type: none"> - Undertake typing and word processing and complex IT based tasks - Provide administrative and organisational support to staff and governing body - Assist with marketing and promotion materials for the school - Complete and submit more complex forms including those to outside agencies
Finance	<ul style="list-style-type: none"> - To be responsible for the effective management of financial administration procedures, contributing to budget planning and compliance with financial regulations - Monitoring and evaluate weekly / monthly expenditure and advise the Headteacher / Finance Committee of possible under / over spending on educational budget lines - Prepare annual estimates and regular reports on income and expenditure, monitor accounts against educational budgets. - Monitor financial procedures and resolve any queries, including ordering, processing and payment for all goods and services as per Trust policy and procedures - Preparation and maintenance reports, records and accounts as are required in conjunction with the school's computerised accounting systems - Implement financial procedures and oversee all financial transactions / activity with the school ensuring the proper collection, reconciliation and banking of any monies received - Supporting the school in the management and maintenance of an assets register and inventory
Procurement	<ul style="list-style-type: none"> - To support the Headteacher to negotiate, manage and monitor contracts, procurement, tenders and agreements for the provision of services to the school, and ensure the school buildings are maintained and operated in accordance with emergency procedures and Health and Safety - To manage/supervise the cleaning and catering contract directly with the supplier ensuring quality of service and value for money - To work closely with the Head and Trust Business Manager to maximise economies of scale as the school grows year on year

Data & Information	<ul style="list-style-type: none"> - Monitor and maintain management information and record systems - Ensure the effective delivery of the school reports process and data collection systems - Provide detailed analysis and evaluation of data and produce detailed reports as required - Administer the school's admissions and withdrawal procedures maintaining accurate numbers on roll - Ensure that electronic pupil attendance records are up to date - Assist in the production of Pupil CENSUS and School Workforce CENSUS - Maintain the confidentiality of all the school's records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act and Freedom of information Act
Premises	<ul style="list-style-type: none"> - Managing the High School Site Supervisor on all Health and Safety and risk management activities - To oversee the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out of school use - To support the implementation of risk management and loss prevention strategies in the school to reduce insurance costs - To coordinate the school maintenance schedules, contributing to the development of work specifications
Human Resources	<ul style="list-style-type: none"> - Line manage the Administration team on a day to day basis, completing induction, performance management and training of staff - Work with the Trust's HR administrator to handle personnel admin processes relating to the appointment of staff, maintaining staff records of employment and updating the Single Central Record accordingly - Contribute to the monitoring and reporting of staff absence, producing detailed attendance reports monitoring trigger points and advising the Headteacher
Further Expectations	<ul style="list-style-type: none"> - Comply and assist with the development of policies and procedures relating to attendance, absence, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person - Be aware of and support difference and ensure equal opportunities for all - Contribute to the development and implementation of the overall ethos/work/aims of the school - Develop constructive relationships and communicate with other agencies and professionals - Participate in training and other learning activities and performance development as required - Recognise own strengths and areas of expertise and use these to advise and support others - To act as first point of contact with the school for parents and visitors - Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures and ensuring that confidentiality is adhered at all times - Contribute to the overall aims and ethos of the school - The postholder must comply with the Equal Opportunities Policy and health and Safety Policy - To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post

Signature of Manager:

Date:

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Signature of post holder:

Date:

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Person Specification

		Essential	Desirable
QUALIFICATIONS & TRAINING	NVQ 4 or evidence of working towards a relevant discipline.	•	
	Minimum GCSE (or equivalent) Maths and English at grade A-C	•	
	Recent, relevant professional development in current information, data and finance systems	•	
	Evidence of further professional training.	•	
KNOWLEDGE & EXPERIENCE	Significant experience working in a relevant Financial and/ or Administrative management role preferably in an educational setting	•	
	Proven experience in Schools finance including in the development, management and operation of financial management systems	•	
	Experience of budget management and preparation in a learning environment or similar	•	
	In depth knowledge of school financial, personnel and administrative systems	•	
	Full working knowledge of relevant policies/ legislation including Health & Safety	•	
	Knowledge of Microsoft office including Word & Excel	•	
	Experience of maintenance and development of website		•
	Awareness around Free Schools		•
	Understanding and track record of delivering to the cultural needs of parents		•
SKILLS & ABILITIES	Excellent personal and written communication skills	•	
	Ability to formulate ideas and solutions and present them effectively to the Headteacher / Governing Body and possess high level decision making skills, Seeks advice and support when necessary	•	
	Ability to think creatively and imaginatively to solve problems and identify opportunities	•	
	Ability to persuade, motivate, negotiate and influence	•	
	Proven ability to liaise with external agencies	•	
	To be able to work under pressure in a very busy and diverse environment	•	
	Proven organisational skills. High level of accuracy and attention to detail	•	
	Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines	•	
	Advance skills to use and manage ICT systems and resources effectively	•	
Personal Qualities	Ability to work as a member of a team.	•	
	Works sensitively with a wide range of people: children, staff, parents, governors and wider stakeholders, and resolve conflicts	•	
	Is sensitive and approachable, adapting easily to a diverse and changing environment	•	
	Able to respond flexibly and adapt to changing and challenging circumstances	•	
	Show commitment to a clear and shared vision for an effective organisation	•	
	Recommend and show a positive attitude to change	•	
	An ability to positively promote the school to pupils, parents, colleagues and other community groups.	•	
	A high level of personal integrity	•	
	Has a well-balanced sense of humour and a positive disposition to all		