**GRINDON INFANT SCHOOL**

**Job Description for the post of School Business/Office Manager**

**Level: Grade 6 (point 28 – point 31 - £24,472 - £27,123 pro rata)**

**Main Purpose of the Post**

The School Business/Office Manager is a professional who supports the Head Teacher in her duty to ensure the school meets its educational aims. The School Business/Office Manager is responsible directly to the Head Teacher and in turn is responsible for ensuring that the school, as a physical entity, operates as a harmonious and efficient organisation. The School Business/Office Manager ensures services are provided in the most effective manner in the support of learning, promoting the highest standard of business in the ethos of administrative function of the school and ensures the most effective use of resources in support of the school’s learning objectives. The School Business/Office Manager is responsible for organising and managing all aspects of the work undertaken in the office ensuring that the administration runs effectively and efficiently.

The School Business/Office Manager will work within the ethos of the school to assist the Head Teacher to provide leadership for the life and work of the school so that the school’s aims are implemented in accordance with the policies of the Governing Body and guidelines provided by the Local Authority.

**Roles and Responsibilities**

**Strategic Role**

As a member of the Senior Management Team, the School Business/Office Manager is responsible for the strategic planning aspects including:

* All financial implications and ensuring the school makes the best possible use of resources available (best value).
* Training and development of clerical staff.
* To work with the Site Manager to coordinate efficient operation of the school, the site and all facilities in line with health and safety regulations.
* Representing the Head Teacher at financial meetings or other meetings as directed by the Head Teacher.

**Financial Duties and Responsibilities**

* Responsible for the management of the school accounting function ensuring its efficient operation according to agreed procedures and maintain these procedures by conducting at least an annual review.
* Work towards and maintain the SFVS (Schools’ Financial Value Standard).
* Monitor all account procedures and resolve any problems including order processing and payment for all goods and services provided to the school.
* Be competent in the use of SAP system.
* Use financial management information and benchmarking tools to identify areas of relative spend, assessing trends and advising senior managers and governors.
* Negotiate, manage and monitor contracts.
* Responsible for seeking professional advice on insurance and advising governors on appropriate insurance for school.
* Handle insurance claims.
* Prepare termly reports for the approval by the head teacher and governors including budget monitoring income/expenditure of all cost centres – main school and capital fund.
* Obtain agreement of budget.
* Maximise income generation within the ethos of the school.
* Administer the school fund (parent fund raising etc), keep appropriate records, collate receipts, reconcile against bank statements for external audit.
* Understand and participates in the school’s self-evaluation activities and financial performance controls (SEF/SFVS).
* Ascertain and provide information to meet governors’ needs.
* Understands and can undertake budget setting activities. Able to interpret budget monitoring.

## Computer

* Use the school’s computer system as and when necessary for the administration of the school’s budget, staff and pupil database, email and internet.
* Attend training to update knowledge and skills needed to continue to use the school’s computer system as new and additional functions/programmes continually become available.
* Use the school’s computer system to complete PLASC (termly census) and any other statutory data.

**General Duties**

* To organise after school clubs.
* To induct all new staff members.
* To read and disseminate all emails to relevant staff.
* To maintain the waiting lists for Nursery children.
* To set up class registers and monitor them for absences/lates producing regular reports highlighting to teachers and Head Teacher any authorised and unauthorised attendance which needs to be verified. Liaise with Head Teacher, Attendance 100, and Local Authority Attendance Officer for home visits and referrals.

**Personnel and Staffing**

* To be responsible for the school central record and safeguarding procedures in conjunction with the Head Teacher.
* To effectively operate documentation in relation to the payroll and other personnel systems.
* Take on the role of line manager for other office based staff, lunchtime supervisors and site supervisor including performance management, training and mentoring.

**Receptionist Duties and Responsibilities**

* To respond to all visitors in a courteous and friendly manner ensuring safeguarding procedures are followed when admitting visitors into school.
* To answer the telephone in the absence of the school clerk.

## Conditions

* The post holder must promote and safeguard the welfare of children and young people they come into contact with.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school/ Council.
* The post holder must carry out duties with full regard to the schools’/ Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other school/Council policies.
* The post holder must comply with the schools’/Council’s Health and Safety rules and legislation.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to Council records and information.