

JOB DESCRIPTION

Post Title: Office Manager/Senior Admin		School: Hexham Priory School		Office Use
Grade: TBA –				JE ref: S1207
Responsible to: School Manager/Head Teacher		Date: February 2015	Manager: Dianne Oldham/Michael Thompson	
Job Purpose: Contribute to, organise and supervise administrative systems within the school including the school website. Contribute to the planning, development and monitoring of support services including co-ordination and delegation of relevant activities, maintaining confidentiality at all times.				
Resources	Clerical and Admin staff as directed by the Head Teacher			
Finance	Money Handling and Banking, Managing and Evaluating Budgets and Procurement Protocols			
Physical	Office Equipment, School Buildings, Accuracy and Security of Databases			
Clients	Internal (Teachers, Other Staff, Pupils, Governors) and External (Parents, Visitors, Members of the Public, other stakeholders identified by the Head Teacher).			
Duties and key result areas:				
Organisation				
1. Contribute to planning, development, design, organisation and monitoring of support systems/procedures/policies including the school website				
2. Play a significant part in the Fundraising Committee of the Governing Body				
3. Contribute to and support any applications for funds and/or grants				
4. Liaise between managers/teaching staff and support staff				
5. Be involved in the recruitment of other administrative staff				
Administration				
1. Contribute to the development and maintenance of record/information systems and administrative procedures, including the school website				
2. Manage and keep current the school website				
3. Provide data/ and produce detailed reports/information as required by the Head Teacher				
4. Produce, and respond to correspondence and manage administrative procedures				
5. Provide organisational and administrative support to other staff				
6. Provide organisational support to the Governing Body as required by the Head Teacher, in particular the Fundraising Committee				
7. Manage school lettings				
8. Oversee the sales of school uniform				
9. Organise and monitor progress towards premises repairs				
Resources				
1. Identify the need for, select and manage, resources including management of resource budget and a regular audit of resources				
2. Undertake research and obtain information to inform decisions				
3. Take a lead role in procurement and securing sponsorship/funding				
4. Contribute to management of service contracts as required				
5. Contribute to identifying the need management of school licences and insurance as required				
6. Contribute to devising marketing and promotional strategies for the school				

7. Contribute to the management of facilities including premises, lettings and associated income, building and projects etc.
8. Manage financial administration procedures
9. Contribute to the monitoring and evaluation of budget
10. Be responsible for the management of expenditure within an agreed budget
11. Be aware of health and safety issues in relation to VDU screens and office practice

Responsibilities

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Develop constructive relationships and communicate with other agencies/professionals
5. Participate in training and other learning activities and performance development as required
6. Recognise own strengths and areas of expertise and use these to advise and support others
7. Undertake other duties and responsibilities as required commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Required to use own transport to attend meetings both within and out-with the County.
Working patterns:	Normal hours but need to also work 'out-of hours' as necessary.
Working conditions:	Normally indoors.

PERSON SPECIFICATION

Post Title: Office Manager/Senior Administrator		Service: Children’s Services	Ref: TBA
Essential	Desirable		Assess by
Knowledge and Qualifications			
CSBM or equivalent qualification (eg, NVQ Level 4 in an appropriate subject/relevant discipline) Excellent Numeracy and Literacy skills (at least A-C GCSE or equivalent qualification)			a
Experience			
Several years’ experience working in a busy and often pressured office environment at a senior level Managing resources including staff Experience of working with other agencies and professionals Experience of formulating and implementing policy and procedures	Experience of working within a school or educational establishment Experience of managing budgets		a, i
Skills and competencies			
Effective use of specialist ICT packages eg, SIMS, ORACLE Excellent ICT skills including the use of Excel, Publisher, Powerpoint Ability to relate to both adults and children Ability to self- evaluate learning needs and actively seek out learning Can work under pressure To work well in a team and also to work well as an individual	Full working knowledge of all relevant policies/codes of practice and legislation		a, i, t, p
Physical, mental and emotional demands			
Ability to deal with confidential information in a professional way Ability to meet deadlines			
Other			
Willingness to participate in personal development Excellent health and timekeeping Flexibility Reliability	Evidence of learning beyond the workplace		i, r

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits