

## **Job description- Office Manager**

**Job Title: Office Manager**

**Grade: NJC Scale 24-27 [Full time, 52 weeks]**

**Responsible to:** through the Headteacher **to the Trust Business Manager**

### **Purpose:**

- Manage whole administrative function of the school office, premises and resources, ensuring appropriate management of and delegation to site staff and apprentices.
- Accountability for leading all aspects of the school finances in accordance with Trust procedures.
- Provide efficient, and effective customer services, providing a first point of welcome for a range of stakeholders.
- Develop and implement improvements to administration and processes to promote efficiencies.

### **KEY RESPONSIBILITIES:**

Role requires working with a team

Role requires attendance at any training courses relevant to the post, ensuring continuing, personal and professional development.

Role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the Trust vision and values.

### **The Office Manager will:**

#### **Administration**

- Plan, develop, organise and monitor support systems, procedures and policies including emails, phone calls, messaging services, social media, school calendar etc, in a timely manner, following internal procedures
- Be responsible for the management of other administrative and site staff, carrying out their annual performance review and arranging for appropriate training, including an apprentice, on a regular basis
- Ensure the academy management information systems are developed and maintained in line with the academy's needs
- Produce, and respond to, correspondence in a timely manner
- Manage service contracts, school licenses and insurance
- Prepare and complete documents and returns in relation to admissions, induction and registration procedures and transfers to other schools, managing the pupil information systems
- Ensure all of the schools ICT systems remain up to date including SIMS suite
- Develop and maintain record and information systems for both pupils and workforce
- Responsible for completion and submission of forms, returns etc, including those to outside agencies [eg Census, Trust Business Manager, ESFA etc ]
- Liaise with other staff, pupils, parents/carers and external agencies

- Manage the marketing and promotion of the school through website, social media, newsletters, brochures etc
- Be the first point of contact for visitors and parents, creating a welcome, friendly customer service— answering queries, resolving problems and making decisions where appropriate
- Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- Maintenance of the School website and social media, at least weekly, ensuring statutorily compliant with information available for a range of audiences
- Provide hospitality to visitors and for meetings held in school where needed.
- Prepare, maintain asset registers and logs of all IT equipment, peripherals, repairs and upgrades

#### **Finance:**

- Plan, monitor and manage the Academy's delegated budgets, evaluating and producing termly reports both manually and electronically, for the Trust Business Manager and local governing body which enable effective self-evaluation, providing value for money.
- Day to day responsibility for all financial resources i.e. accounting for, reconciling and security of all money (cash, cheques and online payments, debt) received into school for all income streams, future and present, e.g. school meals, educational visits, donations, extended services, wraparound care, Educare, uniform, school bank etc.
- Ensuring ordering, delivery and payment procedures are followed in line with the Academy Finance Handbook, recording all transaction on financial systems and using Lloyd's online banking service to make payments.
- Ensuring all income and expenditure is recorded, banked/paid and reconciled in a timely manner in accordance with the Academy Finance Handbook and Financial Regulations.
- Ensuring all records are completed at the month end, ready for the Trust Business Manager
- Carrying out financial processing including accounting for all expenditure and income within the financial programme and paper records kept and updated regularly for Main School Budget, all Academy Funds and PTFA accounts.
- Reconciling the online parent payment system and input of associated transactions
- Providing ongoing assistance and guidance on administrative issues to senior staff, Trust Business manager and others including updates and presentations to the Local Governing Body
- Ensure efficient timetabling of Breakfast and After school club staff, monitoring budgets half termly to determine sustainability of the business.

#### **Human resources**

- Provide assistance to the Head of School and Trust Business Manager, with arrangements for staff appointments
- Liaising with Trust Business Manager with regard to the preparation of contracts
- Ensure DBS documents are completed, checked and monitored in accordance with safeguarding procedures
- Ensure Single Central Register is kept up to date and compliant
- Arrange supply cover for absent staff, monitoring absence and leave of absence requests.

## Health and Safety

- Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Manage the area of health and safety, including records, risk assessments eg security breaches, accident records,
- Manage and promote lettings and the use of premises and associated income
- Ensure systems are in place to enable the identification of hazards and risk assessments and the reporting of any incidents to the Trust Business Manager, Local Governing Body or Health and Safety Executive.
- Ensure the maximum level of security consistent with the ethos of the academy.
- Ensure safeguarding procedures and monitoring of those on site meets safeguarding requirements

## Other

- to carry out duties in accordance with full regard to the Trust policies and procedures
- to undertake such other reasonable duties, that are commensurate with the post, as may be required within the Trust.

The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

This job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the post holder.

Post Holder:

Date:

Headteacher:

Date: