**St. Hild’s College Church of England (Aided) Primary School**

**Job Description**

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|  | **POST TITLE:** | **Office Manager** |  |
| 1. **2.** | **POST NUMBER:** |  |  |
| 1. **3.** | **GRADE:** | 5  Job Evaluation Ref. No. A6736 |  |
|  | **LOCATION:** | St Hild’s College CE Aided Primary School |  |

1. **RELEVANT TO THIS POST:**

**Disclosure & Barring Service:** Subject to DBS Standarddisclosure

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to: Headteacher

1. **DESCRIPTION OF ROLE:**

Responsible for the smooth running of the school office by organising, managing and supervising financial and administrative systems within the school.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Responsible for the planning, development, design, organisation and monitoring of support systems, procedures and policies.
* Responsible for all aspects of line management of administrative, premises and lunchtime staff as appropriate.
* Be one of the first points of contact for the Head Teacher along with the Office Administration Assistant, welcoming visitors and parents to the school and answering telephone calls, post etc.
* Liaise between school leadership team, teaching staff and support staff.
* Responsible for the production of detailed reports and information as required.
* Produce, and respond to correspondence as directed by Headteacher.
* Provide support, guidance and advice to the school leadership team.
* Provide administrative support to the Governing Body.
* Contribute to the recruitment process of staff including management of SCR and other relevant documentation.
* Responsible for submitting of monthly timesheets for staff and supply teachers.
* Responsible for the management of expenditure within an agreed budget.
* Ensure the correct allocation to cost centre of all expenditure and income and the subsequent reporting to budget holders ensuring that they are aware of any over or under spend, projected or actual.
* Responsible for ensuring the preparation and maintenance of such reports, records and accounts as are required in conjunction with the school’s computerised accounting systems (SIMS and data management system).
* Comply with and assist the SLT with the development of policies and procedures relating to child protection, health and safety and security, confidentiality, GDPR and website compliance reporting all concerns to an appropriate person to ensure the School complies with all current legislation.
* Responsible for ensuring that the best possible prices are secured from suppliers via a system of Tenders and Quotations and check on delivery.
* Responsible for ensuring the ordering of supplies and equipment for the school including issuing of invoices and ensuring settlement of accounts.
* Responsible for ensuring the effective and efficient operation of day to day administrative functions.
* Support the Early Years Leader to organise and support procedures and policies including admissions and funding for our morning school nursery.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* 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.
* Maintain accident records as required.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that school’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the school’s procedures, policies, strategies and objectives are effectively communicated to all employees.

9.3 **Professional Practice**

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the school’s Health and Safety policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

These policies apply to all employees of Durham County Council including school-based employees.

9.9 **Confidentiality**

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

9.10 **Induction**

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.

**Person Specification – Office Manager**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | 5 GCSE Maths and English (Grade A-C) (or equivalent).  NVQ Level 3 in a relevant subject.  Excellent literacy and numeracy skills.  Willingness to undertake further training. |  | Application form  Selection Process  Pre-employment checks |
| **Experience** | Knowledge/Experience of SIMS  Knowledge/Experience of FMS.  Responsibility for financial arrangements and preparing financial reports.  Knowledge/experience of AnyComms.  Good compatibility in using ICT including Word Processing, Spreadsheets, Database, Computerised accountancy systems and researching information.  Experience of managing budgets, accurate and precise in handling monies, clear understanding of banking systems.  Understanding of Safeguarding, Confidentiality, Equal Opportunities, GDPR and Health and Safety Policies with regard to a school environment  Proven ability to work in a very busy office environment with the skill to organise, prioritise, deal with multiple tasks and meet deadlines.  Experience of liaising with other professionals in financial setting when necessary. | Experience of bid making, securing external funding/match funding. | Application form  Select process  Pre-employment checks |
| **Skills/Knowledge** | High level of interpersonal, organisational and written skills.  A calm pro-active approach.  Be dependable and reliable.  Ability to work flexibly and work within a small team.  Ability to manage a budget.  Ability to communicate efficiently and confidently at all times  Ability to present to groups such as governing body meetings  Ability to work under pressure and to deadlines |  | Application form  Selection Process  Pre-employment checks  References |
| **Personal Qualities** | Approachable, reliable, conscientious, articulate, respectful, trustworthy, enthusiastic, positive.  Self-disciplined.  Commitment to high standards and to continue personal and professional development.  High level of confidentiality and discretion.  Effective team member.  A strong desire to work in a school environment and support the Christian Ethos of the school  Be a good role model to pupils. |  | Application form  Selection Process  Pre-employment checks |

*In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:*

* *motivation to work with children and young people;*
* *ability to form and maintain appropriate relationships and personal boundaries with children and young people;*
* *emotional resilience in working with challenging behaviours; and*
* *attitudes to use of authority and maintaining discipline.*

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.