



WISE ACADEMIES

Job Description

JOB TITLE	Office Manager
GRADE	SCP 26 - 28
RESPONSIBLE TO	The Executive Headteacher (With regular interaction with the Principal Finance Officer)
MAIN PURPOSE OF THE JOB	To provide comprehensive general, clerical, administrative and financial support to the academy.
HOURS & CONDITIONS OF SERVICE:	In accordance with 'Green Book' conditions of service. 37 hours per week / term time only plus 2 weeks (40 weeks)

CORE PURPOSE

- To provide full administrative and financial support to Welbeck Academy.

KEY RESPONSIBILITIES

Office Management & Administration

1. To line manage administrative staff.
2. To ensure their effective development and performance.
3. To take responsibility for all administration; including staff, pupil and governor files and statistics.
4. To manage the collection, collation and distribution of all statistical and statutory returns.
5. To co-ordinate the provision of personnel services for all staff.
6. To maintain personnel records, including salary assessments, sickness, attendance and holiday records.

7. To liaise with Payroll and HR providers on behalf of staff as appropriate.
8. To take responsibility for the payment of supply teachers and liaise with supply agencies when necessary.
9. To assist with reception duties, answering and dealing with telephone and electronic enquiries, face-to-face enquiries and signing in visitors when required.
10. To respond to complex enquiries, both verbally and in writing, arising from a variety of sources and decide on subsequent action including drafting responses on behalf of the academy, having undertaken appropriate research.
11. To assist with clerical support (photocopying, filing, faxing, emailing and completion of routine forms).
12. To take responsibility for the administration of class registers and the 'school' meal register.
13. To open and distribute mail when required.
14. To assist in maintaining records, organise meetings and events in the academy as directed.
15. To manage office systems, diaries and provide information/letters to parents and pupils.
16. To manage the office machinery, stationery and other office consumables (including maintenance of equipment) are ordered in accordance with purchasing procedures.
17. To manage the servicing and repair of academy equipment.
18. To manage the security and orderly storage of supplies.
19. To manage the development and maintenance of record/information systems both manual and electronic in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate.
20. To be responsible for the academy's admission and transfer procedures in accordance with current and relevant regulations.
21. To assist staff, parents and external bodies to meet the requirements of the academy, arranging events, work experience placements, school nurse visits, eye tests, photographer etc.
22. To manage the administration and organisation of after 'school' clubs.
23. To collate pupils' reports as required.

24. To attend and minute meetings as required.
25. To manage the cover for staff with planned or unplanned emergency absence.
26. To ensure all safeguarding procedures are in place and adhered to generally, particularly in relation to the Single Central List (Disclosure & Barring Service checklist).

Financial Management

1. To be responsible for the day to day financial affairs of the academy.
2. To ensure that adequate purchasing & payment systems and procedures are in place and implemented (e.g. stock – invoice agreement/ petty cash etc)
3. To ensure that cash systems and procedures are in place and implemented.
4. To manage the collection and reconciliation of dinner money.
5. To reconcile and bank all monies for all academy activity accounts.
6. To be responsible for all banking and day to day petty cash.
7. To manage dinner registers and free 'school' meal authorisation
8. To monitor the academy budget in line with WISE Academies requirements. This will include the accounting for expenditure or for money in the form of cash, cheques, invoices etc. in accordance with WISE Academies procedures.
9. To monitor the use of the academy purchasing card and to ensure it keeps within its financial limits.
10. To document monthly use and reconciliation of the academy purchasing card.
11. To support the Principal Finance Officer in the preparation of reports to the Directors and Local Governing Body.
12. To attend regular meetings with the Principal Finance Officer.

Generic

1. To assist in ensuring a high standard of customer service to users of the academies.
2. To carry out duties in accordance with full regard to the academies policies and procedures.
3. To promote and safeguard the welfare of children and young people they come into contact with.

4. To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
5. To act in compliance with data protection principles in respecting the privacy of personal information held by the academies.
6. To adhere to the academies policy on equality and diversity.
7. To adhere to the academies code of conduct, child protection and all other related policies.
8. To adhere to the academies health and safety policies and relevant legislation.
9. Annual leave must be taken during school holidays.
10. To undertake such other reasonable duties as may be required within the academy.

This job description is subject to annual review.