



Job Title: Office Manager (Maternity Cover)
Grade: SCP 19 – 22 £24,799 - £26,317
Responsible to: Head of School / Director of Operations and Finance

Purpose:

- Manage whole administrative function of the school office, premises and resources, ensuring appropriate delegation to office staff, site staff and apprentices.
- Accountability for leading all aspects of the school finances in accordance with Trust procedures.
- Develop and implement improvements to administration and processes to promote efficiencies.

KEY RESPONSIBILITIES:

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 as appropriate
- 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 school's 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 [e.g. Census, Director of Finance and Operations, 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 and 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 Director of Finance and Operations and local governing body which enable effective self-evaluation, providing value for money.
- Responsibility for all financial resources i.e. accounting for, reconciling and security of all money (cash, cheques and online payments, debt) received
- Ensuring ordering, delivery and payment procedures are followed in line with the Trust Financial Regulations Policy, recording all transactions on the Trust finance system
- 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, journals are entered and nominal accounts are correct at the month end, ready for the monthly finance reports.
- Carrying out financial processing including accounting for all expenditure and income within the financial programme and paper records kept and updated regularly for all aspects of funding
- Reconciling the online parent payment system and input of associated transactions
- Regular monitoring of budgets to determine sustainability of income and expenditure levels
- Providing ongoing assistance and guidance on administrative issues to senior staff, Director of Finance and Operations and others including updates and presentations to the Local Governing Body

Human resources

- Provide assistance to the Head of School and Director of Finance and Operations, with arrangements for staff appointments
- Liaising with Director of Finance and Operations 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 e.g. 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 Director of Finance and Operations, 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 other reasonable duties, that are commensurate with the post, as may be required within the Trust.

General Requirements

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.

- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school and Trust's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within School and Trust policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following school and Trust policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must:

- Promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- Act in compliance with data protection principles in respecting the privacy of personal information held by Balmoral Learning Trust.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Balmoral Learning Trust's records and information.
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.
- Comply with Balmoral Learning Trust's Health and safety rules and regulations and with Health and Safety legislation.

In addition, the post holder will be required to undertake other reasonable duties within the level of the post as requested.