

JOB DESCRIPTION

Post title: School Manager

Academy: Westgate Hill Primary Academy

Reporting to: Head of School

Salary/Pay range: £33,000 full time equivalent, Actual Salary £29,573

Hours of work: 37 hours per week – term time only plus 5 training days and 5 additional days

Purpose of Job

To support the Head of School and Senior Leadership Team in managing the operational demands of a busy school.

Whole School Administration

- Manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.
- Manage the preparation and maintenance of the whole school calendar.
- Manage the pupil admission process.
- Manage whole school first aid.
- Manage administration email account.
- Manage, collate and analyse school surveys and returns, identifying trends and possible actions.
- Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department for Education and other external agencies.
- Support with the organisation, co-ordination and management of event organisation and hospitality for functions throughout the year.
- Be responsible for the general security in the school office.
- Assist the school by maintaining good relationships with staff, parents, governors, contractors' representatives and external agencies in order to promote the objectives of the school.

Line Management of staff

- Developing and maintaining good practice in relation to the provision of an efficient and effective service within the reception areas and other administration offices.
- Line manager for administrative staff, encouraging their personal and professional development, appraisal, keeping them informed of developments within the school that may reflect upon their working situation.
- Being responsible for keeping the Head of School informed of needs and concerns relevant to the work of the Administrative Staff.
- Overseeing the general office and student office workload including support to Senior Leadership Team Members.

Finance

- Responsible to the Head of School in ensuring the school is compliant with the Trust's and Academy's Financial Handbook/Standards.
- Ensure that accounting procedures are correctly carried out in school.
- Monitor the school's delegated budget for in school resources, equipment and materials.
- Carry out monthly payroll reconciliation as and when directed by the Head of School.
- Manage the preparation and dispatch of orders, receipts for deliveries, processing and payment of invoices and the issue and stocktaking of stationery supplies.

- Manage the accounting for cash within school for dinner money, school trips and other donations.
- Ensure that all income due is correctly accounted for in respect of lettings, mentorship and fundraising activities.
- Ensure that all overtime, travel and additional payment claims are processed correctly.
- Represent school during visits of internal and external auditors, advise on acceptance of subsequent reports, and support the Head of School in drafting/implementing audit action plans.
- Act as the budget holder for the budgets delegated by the Head of School.

Human Resources

- Support the Head of School in delivering an effective recruitment process for all job vacancies to support the image of the school as a good employer and help to attract and recruit good quality applicants.
- Be responsible for ensure that all staff records are kept up to date and secure, including recording sickness/other absences and monitoring patterns/trends.
- Be responsible for generating paperwork for payroll with regards to new appointments and any changes which may be required for current employees.
- Organise and manage supply bookings as needed and ensure good relations are built with agencies, maintain records and negotiate prices to ensure a good deal is sought when cover is needed in school.
- Undertake return to work interviews and organise and carry out sickness review meetings as delegated by the Head of School for staff at all levels within the school.
- Advise and/or seeking information for staff on personnel matters.
- Responsible for the development and maintenance of the school's Single Central Record.

Catering and Site

- To work alongside the Site Manager to ensure the smooth running of the school.
- To work alongside the Head Chef to ensure the school meal service is delivered smoothly every day.

Marketing and Liaison

- To help promote the school to parents, partners and the local community.
- To liaise with local businesses for fund raising, arranging vocational experience and joint projects.
- To manage links with feeder organisations, alongside the school's Transition Leader, to ensure that transition arrangements are organised effectively.

Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2021 where required
- Have responsibility for promoting and safeguarding the welfare of children and young people that they are responsible for, or comes in contact with.