

JOB DESCRIPTION

**SCHOOL: Junction Farm, The Links, Whinstone and Chandlers Ridge**

**POST TITLE**: School Office Manager

**GRADE:** I (SCP 19 - 22)- TTO + 5 days

**REPORTS TO: Headteacher**

**MAIN PURPOSE:** Organise and manage administrative systems within the school. Contribute to the planning, development and monitoring of support services and supervision of support staff, including co-ordination and delegation of relevant activities.

### TASKS:

#### Organisation

* Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
* Line Management responsibilities where appropriate
* Manage admin support staff
* Liaise between managers/teaching staff and support staff

##### Administration

* Take lead role in the development and maintenance of record/information systems including pupil information.
* Provide detailed analysis and evaluation of data and produce detailed reports/information as required
* Produce, and respond to, complex correspondence
* Provide organisational and complex advisory support to other staff
* Provide organisational and complex advisory support to the Governing Body
* Manage complex administrative procedures
* Be responsible for completion and submission of complex forms, returns etc, including those to outside agencies e.g. DfE
* Be responsible for the management and secure storage of employee information.
* Manage and maintain statutory records required in relation to the safeguarding of children i.e. single central record.
* Manage the administration of payroll information

#### Resources

* Take a lead role in the recruitment of support staff and in managing associated employment procedures
* Provide advice and guidance to staff and others on complex issues
* Undertake research and obtain information to inform decisions
* Take a lead role in procurement
* Manage service contracts
* Manage school licences
* Manage facilities including premises, lettings and associated income, building and projects etc.
* Manage financial administration procedures
* Be responsible for the management of expenditure within an agreed budget

#### Responsibilities

* Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
* Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
* Be aware of and support difference and ensure Equal Opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Develop constructive relationships and communicate with other agencies/professionals
* Share expertise and skills with others
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**

**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

Signed:

Date:

**PERSON SPECIFICATION**

**POST TITLE:** School Office Manager

**GRADE:** I (SCP 19 – 22)

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|  | **Essential** | **Desirable** |
| **QUALIFICATIONS/**  **TRAINING:** | * NVQ Level 4 or equivalent qualification in relevant discipline, e.g. Certificate in School Business Management (CSBM) OR appropriate experience * Willingness to participate in training and development opportunities | * ECDL or equivalent * Diploma in School Business Management (DSBM) |
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| **EXPERIENCE:** | * Experience of development, management and operation of administrative systems * Experience of working in an office environment at a senior level * Staff supervision | * Experience of working in a school environment * Payroll/finance experience |
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| **SKILLS/**  **KNOWLEDGE:** | * Excellent numeracy/literacy skills * Effective use of specialist ICT packages * Use of specialist equipment/resources * Full working knowledge of relevant policies/codes of practice/legislation * Ability to plan and develop systems * Ability to relate well to children and adults * Excellent verbal and written communication skills * Ability to organise, lead and motivate other staff * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these * Ability to take a lead role in planning, monitoring and evaluation of budget * Knowledge and ability to complete statistical returns * Ability to self-evaluate learning needs and actively seek learning opportunities * An ability to fulfil all spoken aspects of the role with confidence through the medium of English | * Analytical and problem solving skills * Research and marketing skills * Knowledge of employment procedures, e.g. staff recruitment |

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| **PERSONAL ATTRIBUTES:** | * Friendly and approachable manner * Self-motivated * Professional approach * Flexible * A commitment to working as part of the whole school team and supporting the vision and aims of the school |  |