



Job description: Officer Manager

WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary:	SCP 11-17
Reporting to:	The Headteacher With regular interaction with the Finance Department.
Responsible for:	To provide comprehensive general, clerical, administrative and financial support to the academy.

Job purpose

- To provide full administrative and financial support to the Academy

Duties and 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).
<u>Financial Management</u>	
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.
Other	
1.	To safeguard and actively promote the welfare of children
2.	To carry out the duties and responsibilities of the post, in accordance with the Academy's Health and Safety Policy, relevant Health and Safety Guidance and Legislation and the Statutory Requirements of the early years foundation stage.
3.	To promote and implement the Trust's Equality Policy in all aspects of employment and service delivery.
4.	To understand and comply with the requirements of all Trust policies, procedures and processes, including the Data Protection Act and Freedom of Information Act.
5.	To maintain appropriate confidentiality at all times.
6.	To undertake any training or CPD necessary, or appropriate for the effective discharge of the role.
7.	To attend relevant school meetings.
8.	To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
9.	The post-holder is required to respect the confidentiality of matters relating to learners and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act and Freedom of Information Act
10.	The post holder must comply with the Academy's Health and Safety policies and procedures
11.	The post holder is required to undertake any training or CPD necessary or appropriate for the effective discharge of their responsibilities
12.	The post-holder will comply with the Academy's policies on equality in all areas of activity
13.	To undertake such other reasonable duties as may be reasonably required within the Academy
Generic Duties relevant to all members of Staff	
1.	Working with colleagues and other relevant professionals

	<ul style="list-style-type: none"> • Communicate effectively with other staff members, and any key stakeholders • Collaborate and work with colleagues and other relevant professionals within and beyond the Trust • Develop effective professional relationships with colleagues
2.	<p>Professional development</p> <ul style="list-style-type: none"> • Keep personal knowledge and understanding relevant and up-to-date by reflecting on personal practice, liaising with the line manager and identifying relevant professional development to improve personal effectiveness • Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust • Take part in the Trusts appraisal and performance management procedures
3.	<p>Personal and professional conduct</p> <ul style="list-style-type: none"> • Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school • Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality • Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community • Respect individual differences and cultural diversity
4.	<p>The Trust</p> <p>The Mission Statement of our Trust is WE are a family of schools who exist to INSPIRE each pupil to believe in themselves so they experience great SUCCESS through our commitment to EXCELLENCE. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do</p> <p>It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values</p> <p>All staff should act with professional integrity at all times, following the "Code of Conduct"</p> <p>Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other Schools within the Trust and you should expect to travel between sites as required.</p>
5.	<p>Teaching and Learning</p> <p>This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle. This may mean undertaking tasks outside of your area of responsibility where required.</p>
6.	<p>Collective Responsibility</p> <p>At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders As a WISE Team we always act with Honesty, Integrity and Fairness in everything we do.</p>
7.	<p>ICT</p> <ul style="list-style-type: none"> • All staff will be expected to utilise ICT and to improve communication and reduce paper use • Security procedures must be followed when using ICT systems • All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
8.	<p>Health and Safety</p>

	<ul style="list-style-type: none"> • Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust • In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
9.	<p>Safeguarding</p> <ul style="list-style-type: none"> • WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.
10.	<p>Data Protection</p> <ul style="list-style-type: none"> • WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an **Officer Manager**

Name:

Signed:

Date:

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Person specification – Officer Manager

CRITERIA	QUALITIES
Qualifications/ Experience and training	<ul style="list-style-type: none"> ● Experience of working in a school (or similar) for at least a minimum of 3 years ● Experience of financial management ● Experience of maintaining efficient and accurate records ● Experience of using ICT Microsoft packages, word/excel ● Experience of line managing staff
Knowledge	<ul style="list-style-type: none"> ● Sound knowledge and experience of administrative systems in a school environment (or similar) ● Knowledge of cash handling and banking procedures. ● An understanding of safeguarding requirements and procedures ● Awareness of the need to act in compliance with data protection principles in respecting the privacy of personal information held by the academy
Skills and Competences	<ul style="list-style-type: none"> ● Good inter-personal and communication skills (written and oral) ● Ability to develop good working relationships with customers, staff, parents and children ● Ability and willingness to work successfully as part of a team within the school and the wider Trust ● Ability to demonstrate a positive professional approach and welcoming manner at all times ● Ability to ensure that goods and services are procured in accordance with WISE Academies Financial Handbook. ● Good organisational and time management skills
Physical and Emotional Demands	<ul style="list-style-type: none"> ● Some periods of work –related pressures from deadlines, interruptions or conflict. ● Willingness to undertake training
Personal qualities	<ul style="list-style-type: none"> ● Commitment to uphold the 7 principles of public life (the Nolan principles) at all times

Notes:

This job description may be amended at any time in consultation with the postholder.

This role requires travel to a range of academies throughout the North East of England so the successful candidate must be able to drive and have their own vehicle to use for business purposes.

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

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