

**Job Title:** Office Manager

**Grade:** 7

**Responsible To:** Head Teacher, Business Manager

**Key Relationships/  
Liaison with:** All school staff, parents, children, Business Manager, Finance & Operations Manager

**Job Purpose:** To provide support to the Business Manager & Headteacher. Provide a comprehensive and effective financial and administrative support service for all the school's services and as a result, support teaching staff in meeting the academic, pastoral and other needs of students by improving the quality of teaching and learning.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To be the first contact point in school, including receive visitors, maintain the visitor log and ensure compliance with safeguarding guidance. Ensure the effective management of the head's diary and incoming telephone calls.
2. Answer enquiries by telephone or in person from parents (or other external persons) or from employees giving guidance and advice within laid down procedures.
3. Support the Headteacher & Business Manager in ensuring that all safeguarding checks are undertaken and personnel added to the Single Central Record (SCR) as appropriate. To maintain, and keep current, the SCR.
4. Maintain the Document Control Table ensuring that key actions are taken in a timely fashion to ensure that health and safety requirements are adhered to.
5. With the Headteacher, undertake routine health and safety checks and / or instigate the completion of these by alerting the need to the relevant personnel – internal or external indicated by the document control table.
6. Line manage the office administrator including routine monitoring, prioritising tasks and in collaboration with the headteacher, managing performance.
7. To manage the collection, collation and manipulation of a wide range of information. Maintain the paper and computer based recording systems including Arbor & Dataplan.
8. Manage all secure electronic transfer of pupil data ensuring compliance with data protection legislation. In addition, comply with the requirements to complete the pupil and workforce census.
9. Assist the headteacher and Business Manager, with the preparation of the Schools annual budget and all documents relating to the school financial audit e.g. the statement of internal control, the schools financial value statement, finance policy

10. To administer, on a day to day basis, the delegated budgets to enable the Headteacher and Governors to be aware of the School's current financial position and the extent to which development and other planning is 'on target'. Pass the monthly statements to budget holders so they can ensure there is no overspend in their budget allocations unless already authorised by the Business Manager/ Headteacher.
11. To manage the process of receipt, record and reconciliation of all monies from parents, ensuring this is stored securely on site and banked in a timely fashion.
12. To undertake a range of financial duties within the School including manual and computer record systems, receipt, reconciliation and banking of monies, to ensure that all external and internal financial regulations, and procedures are fully complied with.
13. To ensure that all ordering processes are completed fully and accurately, in line with the agreed procedures to ensure that resources are available when needed but that ordering is tightly monitored.
14. Attend governors sub-committee meetings appropriate to the role eg health and safety, staffing and finance. In advance of these, ensure that Governors have access to relevant documentation and subsequent to the meetings, ensure that actions delegated to the post holder take place.
15. To undertake a full range of personnel duties within the School, maintenance of sickness returns, completion of monthly insurance claims, and statistical returns (SWC) and recruitment administration, to ensure that staffing issues are dealt with to deadlines and in accordance with conditions of service, personnel policies and procedures.
16. To effectively manage school lettings, in accordance with school policies and procedures.
17. To be responsible for the effective communication with parents, other stakeholders and agencies via email, ParentPay, letter, telephone and other communication media.
18. To manage attendance daily registers and pupil and staff absences
19. A To deal with all tasks related to admission and leavers
20. Arranges meetings at request of senior officer and takes notes of informal meetings, e.g. team meetings. Offer support in providing and organise refreshments for meetings
21. Enter data results in MIS (Arbor) to submit to PBIS
22. Prepares and process purchase orders on PSF and goods received
23. Undertake any other curriculum and admin duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post



### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Learn Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

## Person Specification

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	Essential	Desirable	How assessed
<p><b><u>Qualifications</u></b></p> <p>NVQ 3 or equivalent or equivalent level of relevant experience. Maths and English GCSE level.</p>	✓		App/Doc
<p><b><u>Experience</u></b></p> <p>Financial matters, i.e. budget planning, preparation and evaluation.</p> <p>Liaison with senior staff, outside bodies, public, parents, governors and the MAT.</p>	✓  ✓		App/Ref
<p><b><u>Knowledge</u></b></p> <p>Knowledge of understanding School/College financial regulations and procedures.</p> <p>Knowledge and understanding of School/College and external administrative personnel and ordering procedures.</p> <p>An awareness of legislation impacting on the School's/College's support service (e.g. Health &amp; Safety) and the ability to identify issues which need addressing and that own and other working methods and practices comply.</p>		✓  ✓  ✓	App/Ref  App/Ref  App/Ref
<p><b><u>Skills/Attributes</u></b></p> <p>Ability to establish and maintain effective clerical and administrative systems.</p> <p>An awareness of legislation which impacts on the roles (e.g. Health and Safety), VAT, CIS etc.</p> <p>Ability to maintain complex, accurate records relating to a wide range of financial issues.</p> <p>Good standard of numeracy and literacy.</p> <p>Cash handling and reconciliation skills.</p> <p>Computer literate – sufficient to use databases, word processing and spread sheet package, Email, Internet and Online ordering.</p>	✓  ✓  ✓  ✓	✓	<u>Int/Test</u>  <u>Int</u>  <u>Int</u>  <u>Int/test</u>  <u>Int</u>  <u>Int Test</u> <u>Int</u>

Good communication and interpersonal skills.	✓		Int
To be responsible for providing cost centre managers with accurate financial data to support their responsibilities.	✓		Int
Ability to work effectively as both a leader and member of the team.	✓		Int
Good organisational skills – ability to deal with changing priorities and competing demands to tight deadlines.	✓		Int/Test
Well motivated – ability to work with minimum supervision and willingness to undertake personal development and training to update knowledge and skills.	✓		Int
Accounting and book keeping skills	✓		Int
<b><u>General Circumstances</u></b>			
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓		App/Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**