

Job Description

Job Title	School Office Manager post to work across 2 schools – Colne Engaine and Great Yeldham.
Grade	2020 Scale 7 (2019 Band 4)
Reports to	Headteacher, VST Finance Partner Senior Finance Partner, Central Processing Team and School Office Staff
Liaison with	Headteacher, VST, Other Staff, Visitors, External Agencies, Parents, Pupils, ECC Staff, Governors
Responsible for	Administrative Support Staff, Catering staff
Purpose of Job	<ul style="list-style-type: none"> • To provide an effective and efficient clerical support to the Schools/Trust – <i>Admin Co-ordinator role</i> • To be responsible for the management of the administrative support function, ensuring the provision of an effective and efficient service – <i>Office Manager role</i> • To be responsible for office personnel matters and office staff / catering staff development in liaison with the Headteacher- <i>Office Manager role</i> • To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the other members of the Senior Management Team and Governors • To advise the other members of the Senior Management Team on all non-teaching matters so as to contribute to the successful and effective operation of the school
Finance	<ul style="list-style-type: none"> • To assist with financial administration relating to orders, goods received notes and invoices. • Complete the relevant data required to adhere to the General Data Protection Regulations and lead on the annual GDPR audit. • Be responsible for the administration of lettings, liaising with the Caretaker and hirer as necessary, including requesting the issuing of invoices and collection of monies due to the Academy. • Maintain manual and computerised financial records to comply with financial audit requirements. • To carry out all financial administration in accordance with appropriate EFA and Academy financial regulations and policies. • Be responsible for overseeing the Academy Inventory is completed/updated in a timely manner. • Help to ensure the Academy is following 'Best Value' procedures. <p>Clerical / Administrative</p> <ul style="list-style-type: none"> • To assist with HR and Payroll administration such as sending up to date information to Vine HR and Payroll. • Issuing all correspondence in relation to recruitment. • To provide other general clerical support and typing/word processing as required. • Complete the school Census return and the Annual workforce census in conjunction with Headteacher, Office Staff and Senco. • Completing Disclosure and Barring Checks for new employees, volunteers and updating checks every three years as per best practice guidance.
Admin	<ul style="list-style-type: none"> • To have overall responsibility for all work undertaken by the administrative support staff (office assistant) and to allocate and monitor workloads • To be responsible for the identification (where appropriate) and allocation to admin staff of new tasks • To complete the school census each term in accordance with regulations – ensuring funding opportunities are identified correctly. • To undertake appraisal for identified members of support staff and to ensure an effective appraisal system is operated for all members of the administrative support staff • To initiate and keep under review, the personal development plans of all staff and submit recommendations to the Headteacher on staff development and training needs • To be responsible for the office and admin email account. Check regularly and forward emails as appropriate to other staff members. Ensure emails are dealt with and responded to promptly. Use attachments and scanned documents appropriately.

	<ul style="list-style-type: none"> • Have an overview of the internet – in particular, check the Essex Infolink home page and act on information received. Access the secure site, S2S, Key to success, as necessary. • Ensure pupil/staff records are up to date – send messages & emails as required • To be responsible for the DBS procedure with regard to all staff, LSB members and voluntary helpers in school – complete online applications and verification as necessary. • Ensure all volunteers in school have suitable DBS clearance • To plan and monitor the work of the office. To anticipate termly demands and plan accordingly. To ensure adequate office cover during staff sickness • To liaise with the Headteacher with regard to supply cover for teaching/LSA arising from staff sickness and training courses. • To ensure an effective file management system including one for word-processing packages on the administration computer system including the transfer of redundant files to disk and to maintain a log of files so retained • To produce a database of standard letters, forms etc using standardised school format. To ensure office staff use standard documentation as appropriate • To take particular responsibility for dealing with complex enquiries or difficult visitors/callers referred from Reception as required • To undertake other administrative and typing duties as may be required in the main office and for the Headteacher. • Liaise with SENCo/ HT to identify pupils who qualify for FSM & Pupil premium, to ensure school received the appropriate funding
<p>Personnel</p> <p>Duties- Assistant to the HT</p>	<ul style="list-style-type: none"> • To assist in the appointment of administrative staff liaising with the appropriate senior management • To be responsible for personnel matters relating to all staff, for the clearance for new staff – medical, child protection and to arrange the issue of contracts of employment. • To be responsible for the single Central Record, ensuring that the information is accurate and up to date and complies with current statutory guidance. • To maintain confidential staff records • To line manage administrative staff, Catering Manager, lunchtime supervisor and Cleaner • To co-ordinate and assist in the recruitment of all staff • To be responsible for the professional development appraisal and training of all administrative, Catering, Midday and cleaning staff • To be responsible for ensuring that all aspects of recruitment for staff are carried out in accordance with good practice including placing advertisements, taking up references, interviewing arrangements and paperwork for successful candidates, including all pre-employment checks. • Maintain the Headteacher’s diary and act as appointments secretary for the Headteacher • Provide clerical, administration and reprographics support as required • Book events, courses and meetings as requested. • Draft letters for approval by the Headteacher. • Assist the Headteacher with new projects; manage and co-ordinate new projects, oversee all administration relating to OFSTED inspections • Manage all personnel issues ensuring that the probation policies and procedures are fully and correctly implemented. • Attend Personnel Surgeries and keep the Headteacher informed of new developments within Personnel • To be responsible for completion and distribution of pay forms, contracts and pre-employment checks for new and existing staff • Providing administration duties to the Local Schools Board including assisting with the editing and compiling of relevant reports. • Maintain a register of keys and hold securely duplicates to all keys issued. Control access to those keys

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Local Schools Baord is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy school environment Educated to NVQ Level 4 or equivalent Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use photocopier Ability to use word processor, databases and other IT applications
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety

	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others