

Office Manager Job Description

Title of post: Office Manager
Salary: Scale 6, SCP 18 - 22
Contract Type: Permanent
Contracted working weeks: Term time only + 4 Weeks
Hours per week: 37
Daily working hours: 8.00am – 4.00pm (Mon – Thurs), 8.00am – 3.30pm (Fri)
Lunch Break Arrangements: 30 minutes (unpaid)

Job Role

- Reporting to the Headteacher, the Office Manager supports in all business and operational activities across the school.
- The Office Manager promotes the highest standards of business ethos within the support function of the academy, providing professional leadership and management to relevant staff.
- The Office Manager supports the Headteacher with Health and Safety Management, and is responsible for Policy oversight, GDPR, HR administration and all necessary general school administration under the guidance of the Headteacher/Learning Community Trust. Work closely with the LCT Estate Manager to ensure statutory compliance using compliance software tools.
- The Office Manager will be assisting and advising on all financial matters and will receive monthly accounts for investigating any variances and reporting back to the Head of Finance accordingly.

Leadership and Strategy

- Line Management of administration staff. Administrative and roles the site including the Day Care manager admin duties.
- Ensure staff are trained in the use of school software packages as appropriate.
- Maintain and update School Website regularly.

Finance Management

- Support with the management of the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Monitor the budget all year round.
- Work with the Trust to comply with financial reporting requirements and submit statutory returns.
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.

- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Find and apply for grants.
- Support with procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Manage the school's lettings offer.
- Ensure the effective and efficient operation of the finances.

Human Resource

- Support the Headteacher/SLT in recruitment, grievance, disciplinary and redundancy policies and procedures where appropriate and ensure compliance with legal and regulatory requirements so that staff and governors have a clear understanding of the policies and the importance of putting them into practice.
- Safer recruitment trained.
- Ensure that HR processes are in place and working effectively including; staff induction, work place risk assessments, fixed term contracts and pre-employment checks.

Policy Oversight

- Oversight of statutory policies ensuring that they are approved by the relevant body in line with the agreed schedule and current and future legal requirements including GDPR.
- Review and update relevant policies as and when required in line with the academy and Trust requirements.

Health and Safety

- Ensure that the academy's Health and Safety policy is clearly communicated and available in line with the Trust's policy statement.
- Ensure that the Health and Safety Policy is implemented at all times and subject to regular review and assessment with changes implemented and communicated as necessary.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Trust's Chief Operating Officer, The Senior Leadership Team, LGB, the Local Authority and the Health and Safety Executive where appropriate.
- Ensure the maximum level of security is consistent with the ethos of the academy and safeguarding requirements.
- With the LCT Estate Manager complete the annual Audit and act on any recommendations as required.
- Attend termly meetings with Head Teacher, LCT Estate Manager and Caretaker.
- Act as the relevant school H&S representative.
- Ensure the school has relevant COSHH information and that staff are COSHH trained if appropriate. Ensure staff have received ladder and manual handling training if necessary. Keep and update training records for support staff under care.

Other areas of responsibility

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school. All adults should be modelling good manners, courtesy, communication between each other as well as with the children.
- Appreciate and support the role of other professionals. Support all members of the team – all adults are there for the benefit of the children. Children pick up on the tensions and lack of communication between adults.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.

This is illustrative of the general nature and responsibilities of the role. It is not a comprehensive list of duties and other tasks may be directed by the Headteacher.

An annual review of this job description takes place as part of our performance management.

Office Manager

CRITERIA	QUALITIES
Qualifications and training	➤ Recognised School Business Manager Qualification (desirable)
	➤ Professional qualification relevant to management responsibility (desirable)
	➤ Full Driving license (desirable)
	➤ Degree level education (desirable)
	➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths (essential)
	➤ First-aid training, or willingness to complete it (essential)
Experience	➤ Experience in an education operations role (desirable)
	➤ Previous line management experience with an admin team (essential)
	➤ Experience of problem resolution (essential)
	➤ Able to work professionally with other stakeholders and external agencies (essential)
	➤ Experience of working with other departments and aspects of school life (desirable)
	➤ Practical experience of recruitment and selection including Be Safer Recruitment trained (desirable)
Skills and knowledge	➤ Exceptional written and verbal communication skills (essential)
	➤ Experience of leading, motivating and developing a team (essential)
	➤ Providing excellent customer service (essential)
	➤ Experience of coordinating and Managing Health and Safety in an Education facility (desirable)
	➤ Detailed understanding of Education Policies including Safeguarding and GDPR (essential)
	➤ Ability to use MS Office comprehensively (essential)
	➤ Ability to manage own workload and to deliver work on time (essential)
	➤ Able to work flexibly as part of a team (essential)
	➤ Able to demonstrate an innovative and problem-solving approach to issues (desirable)
	➤ Understanding of the importance of providing a high level of service (desirable)
Personal qualities	➤ Enjoyment of working with children, with sensitivity and understanding. (essential)
	➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school (essential)
	➤ Commitment to maintaining confidentiality at all times (essential)

	<ul style="list-style-type: none"> ➤ Commitment to safeguarding pupil's wellbeing and equality (essential) ➤ Resilient, positive, forward looking and enthusiastic about making a difference (essential) ➤ Capacity to inspire, motivate and challenge children and young people (essential) ➤ Team player and excellent interpersonal skills (essential)
<p>Fluency Duty</p>	<ul style="list-style-type: none"> ➤ This post has been identified as a customer facing role and therefore the school is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. <p>As a public body the School is obliged to ensure members of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <p>Level of English fluency required:</p> <ul style="list-style-type: none"> Can understand a wide range of demanding, longer clauses, and recognise implicit meaning. Can express ideas fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes.