

Job Description

Job Title:	Office Manager – Perryfields Infant School
Salary:	2020 Scale 6 (Points 12 - 17) – 37 hours per week term time plus 5 inset days plus 2 weeks holiday working to be agreed with the Headteacher.
Reporting to:	Headteacher
Job Purpose:	To be responsible for the management of all administrative staff. To be responsible for the smooth running and management of the school office

Part One: Finance

- To ensure that the financial transactions in the schools are carried out in an appropriate manner and that the financial regulations of the Trust are adhered to by all staff.
- To ensure all financial administration, income and expenditure, is undertaken in a timely and accurate manner.
- Raise sales invoices for lettings and ensure payments are collected on time.
- Administration of the Breakfast and After School Club and the Tucasi system for payments received.
- Investigate and support grants and fundraising opportunities available to maximise income generation.
- In consultation with the Senior Finance Lead (Primary) and Facilities and Estates Manager review the school's contracts and make recommendations to improve services and achieve best value.
- Assist and be the main contact for, internal and external auditors in the schools' audits.
- To provide the CFO the requested information for the completion of statutory financial returns.

Part Two: HR

- To be responsible for the management of the administrative support function, ensuring the provision of an effective and efficient service.
- To be responsible for the direct line management of office staff.
- To record and monitor absences and make the headteacher aware of any significant issues.
- To record and monitor staff training as appropriate.
- To co-ordinate and assist in the recruitment of all staff in liaison with Headteachers and Trust Operations Manager.
- To be responsible for the clearance for new staff and volunteers – references, medical, DBS and to arrange the preparation of contracts of employment by the Trust Operations Manager.
- To maintain the single central record for all staff, volunteers, third party providers etc ensuring all documentation is accurate and up to date.

- To ensure that all computerised records relating to staff are maintained and up to date and reports are provided where required.
- To deal with, in conjunction with the Headteacher, all confidential correspondence concerning staff, including disciplinary documentation and taking of minutes.
- To be responsible for ensuring that all personnel records are maintained, securely stored and that access is restricted to authorised personnel.
- To raise payroll forms for all new starters/leavers/amendments/overtime.
- To undertake a monthly payroll reconciliation.
- Produce personnel paperwork to assist the Senior Finance Lead (Primary) in issuing yearly salary statements for teaching and support staff.
- To produce the schools' annual Workforce Census ensuring it is accurate and submitted within the deadline.
- To be point of contact for staff to raise HR and payroll issues and seek advice from the Operations Manager or Payroll Manager as necessary.

Part Three: Administration and MIS

- To ensure that reception areas promote a positive and professional environment.
- To ensure the efficient and effective running of the office as one of the schools' main points of public contact as well as the centre of daily administration.
- To keep an up-to-date electronic and paper filing system, arrange production of documents, reports and communications and general admin duties.
- Ensure a professional administrative service is provided to school staff.
- To act as a confidential secretary to the Headteacher.
- To be responsible for the office email account(s). 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.
- To manage the schools' communication tools with parents/carers.
- To use own initiative to deal with telephone calls/correspondence and personal queries on behalf of the Headteacher and to prioritise workload.
- To use initiative and continually update/create documents and systems etc.
- To take particular responsibility for dealing with complex enquiries or difficult visitors/callers referred from reception as required.
- Ensure the schools MIS system is kept up to date and accurate and manage user access.
- To produce the schools' termly Census ensuring it is accurate and submitted within deadlines.
- To oversee admissions including mid-year, reception and year 2 leavers.
- Submitting end of key stage and other data using appropriate systems.
- To support the upkeep and development of the schools' websites.
- Maintenance of the schools' calendars.
- To keep up to date with the key information sites in relation to school administration e.g. Essex Infolink, DfE.

Part Four: Premises & Health & Safety

- To act as the school link with the catering company.
- To administer First Aid to pupils as required.

Part Five: GDPR

- To coordinate and manage responses to statutory requests eg Freedom of Information and Subject Access Requests liaising with colleagues and the DPO in order to seek information and gain advice.
- To maintain information management and record-keeping systems, related to areas of responsibility, to ensure compliance with GDPR regulations.
- Work in collaboration with the Headteacher to ensure information asset and data flow mapping are in place and up to date working.

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

Person Specification-: School Office Manager

Section One: Qualifications and Experience		
1.1	At least 5 GCSEs (or equivalent) including English and Maths	Essential
1.2	Professional qualification in administration/management	Desirable
1.3	Experience in some of the following areas: Finance, HR, GDPR, Office Administration, Premises & Health & Safety	Essential
1.4	Experience in working in the education sector	Desirable
1.5	Experience of line management	Desirable

Section Two: Knowledge, Skills and Abilities		
2.1	Ability to complete detailed and complex reports, forms and letters and undertake complex minutes	Essential
2.2	Excellent literacy and numeracy	Essential
2.3	Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description	Essential
2.4	Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with all stakeholders	Essential
2.5	Outstanding IT skills, including an ability to use a number of key platforms (Websites, Microsoft office 365, MIS and Finance systems etc.)	Essential
2.6	Excellent administrative skills and an ability to manage your own time effectively and efficiently	Essential

Section Three: Personal attributes and Qualities		
3.1	Clear values which are consistent with the trust's vision and values	Essential

3.2	Ability to engage in cooperative working to help the team achieve its goals	Essential
3.3	Ability to filter, judge and act decisively	Essential
3.4	Ability to operate effectively when working under pressure	Essential
3.5	The ability to motivate and inspire colleagues	Essential
3.6	Ability to develop strong professional relationships with all stakeholders	Essential
3.7	Excellent punctuality and attendance record	Essential
3.8	A firm commitment to and ability to adhere to the trust's race equality and cultural diversity policy and our equal opportunities policy in all aspects of the post	Essential
3.9	Have the highest levels of integrity	Essential
3.10	Ability to work well on your own initiative or as part of a collaborative team effort.	Essential
3.11	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others	Essential