

Job Description

Post:	Office Manager
Pay Scale:	Grade 6 (Scp 19-24)
Responsible to:	Headteacher
Main Location:	School based

Purpose of the role

To lead and manage the administrative, premises, and support functions of the school, ensuring the delivery of high-quality operational services that enable effective teaching and learning, safeguard pupils, and support the strategic priorities of the Headteacher and Trust.

Main Duties

- To manage the efficient and effective running of the school office, devising new procedures and office systems as required to improve business efficiency and meet the school's changing needs.
- Contribute to strategic planning, school improvement priorities and supporting SLT decision-making through data and reporting.
- Ensuring a healthy, clean and safe environment is maintained to a high standard.
- Assisting the Headteacher in the implementation of school policies and procedures.
- Managing the Office team, Premises team, Catering team, Lunchtime Organisers and Wrap Around Care team.
- Supporting the Headteacher in managing an efficient, effective and robust Safeguarding system, including Safer Recruitment of staff.
- Managing the office phones between 8.00 am and 4.00 pm.
- Oversee and manage the day-to-day running of the School's Information Management System including updates as necessary; responsibility for data integrity and training appropriate staff on systems.
- Responsibility for overseeing the ordering of goods and services, in line with Trust procurement processes; overseeing the receipting of goods and timely invoice processing
- Management, collection and reconciliations of school monies and providing statistical information as required, including school lunch money, school trips and Wrap Around Care.
- Budget monitoring, financial forecasting and reporting to SLT/Trust, as appropriate.
- Responsibility for completing school returns, and reconciling queries.
- Responsibility for ensuring that an effective reception, switchboard and administrative support service is provided.
- To manage school records and data in line with GDPR requirements and other legislation.
- To take a shared responsibility for first aid.

Key Responsibilities:

- To ensure that Safer Recruitment procedures are rigorous, and all staff have DBS clearing, in line with Trust DBS Policy and that the Single Central Record (SCR) is up-to-date for the school.
- To organize all aspects of educational visits in collaboration with the Educational Visits Co-Ordinator and Visit Leader.
- To manage all aspects of HR administration as required at school level, including recording all staff absences and conducting return to work interviews.
- Completing the month end information and providing this to the Trust.
- Booking of supply staff and completing timesheets.
- Supporting HR matters within school with advice from the Trust, including recruitment, onboarding and staff wellbeing initiatives.
- To be responsible for the line management, performance management and professional development of the administration, premises and catering staff.
- To be responsible for ensuring that staff are supported, that they have the appropriate training and guidance to allow them to undertake their roles.
- To manage communication to parents on behalf of the Headteacher.
- To be a contributor to the maintenance and development of the school's website.
- To ensure that all office and premises staff contribute to a professional and welcoming environment.
- Work with the Site Manager in the management and maintenance of the school site (including planned works) and to ensure that annual checks are carried out.
- To ensure, as far as is practicable, that the security of the site is maintained at all times; to make recommendations for improvement as necessary to ensure the continued safety of all pupils, staff and visitors and compliance with Safeguarding policies.
- To explore avenues for letting premises and develop ways in which the school may be accessed for community use.
- To develop community partnerships and promoting the school's public images.
- Under guidance maintain School Health and Safety policies and oversee a programme of risk assessments and fire drills.
- Oversee the in-house catering provision and work with the Catering Manager to ensure that the catering service is delivered in accordance with agreed specifications and within budget.

Support the premises functions of the school and work with the Trust central team to ensure, as far as reasonably possible:

- That the site is compliant with relevant health and safety legislation.
- That an asset management plan is developed.
- That caretaking, cleaning, ground maintenance programmes are fulfilled to the agreed standards by staff and contractors.
- That policies and procedures for contractor and supplier access to site and their management on-site is aligned to Safeguarding and Health and Safety policies.

Professional standards and development

- Take responsibility for and participating in continuing professional development.

- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A*-C, or GCSE Level 4-9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/C
Current First Aid Certificate (or will be required to undertake on commencement)	Essential	A/C/I
Business / Management orientated degree or professional qualification i.e. Level 4 Diploma in School Business Management	Desirable	A/C
Knowledge & Experience		
The ability to lead and manage other staff including experience of undertaking supervision, performance management, training, mentoring and handling complex issues and situations	Essential	A/I/R
Relevant experience in a school setting	Desirable	A/I/R

Experience of dealing and communicating with the public delivery and through written/online channels	Essential	A/I/R
Understanding the experience of safeguarding standards and practices	Essential	A/I/R
Knowledge of education and policies and procedures relating to working in a school	Desirable	A/I
Full working knowledge of relevant policies, codes of practice and legislation regarding office environments including health and safety and GDPR	Essential	A/I
Ability to interact positively and productively with pupils, parents/carers, visitors and staff	Essential	A/I/R
To be able to use initiative and have problem-solving skills	Essential	A/I/R
To be able to monitor and evaluate procedures effectively, implementing new procedures where appropriate	Essential	A/I
Experience in supporting school inspections, managing compliance and contributing to school improvement planning	Desirable	A/I/R
Technical Skills & Abilities		
Excellent verbal and written communication skills with an ability to present information in a clear and concise manner	Essential	A/I/R
Excellent organisational skills to be able to plan, prioritise and delegate tasks, delivering work to tight deadlines	Essential	A/I/R
Excellent attention to detail and ability to use initiative	Essential	A/I/R
Knowledge of Microsoft packages	Essential	A/I
Experience in managing change and able to organise and develop effective systems	Essential	A/I/R
Proficient ICT skills and use of ICT software packages to complete administrative tasks as required	Essential	A/I
To have a good working knowledge of MIS systems e.g. CPOMS, Arbor, iTrent	Essential	A/I
Ability to analyse data and produce reports for SLT	Essential	A/I
Special Working Conditions		

Willingness and flexibility to attend occasional meetings outside of normal working hours to support school events	Essential	A/I
Personal characteristics		
High levels of integrity, honesty and credibility	Essential	A/I
Highly motivated with a strong work ethic	Essential	A/I
Problem solver and self-starter	Essential	A/I
Professional and customer-service orientated with the ability to relate well to all stakeholders including staff, pupils, parents and visitors	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R