

Thrive CE Academy Trust Admin/Office Manager - Job Description

Thrive CE Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Grade 7, SCP 62-30 (£37,280 - £40,777)

Hours: 35 Hours (Term Time Only plus 5 days)

Contract type: Full-time (Permanent)

Reporting to: Headteacher

Responsible for: Admin, Kitchen, Wraparound and Site Staff (Including agency staff)

Main Purpose:

The school office manager is responsible for overseeing the daily administration of the school office including line managing and appraising administrative staff and the school kitchen staff. They are also responsible for all administrative, organisational, human resource, health and safety and statutory compliance processes within the school, maintaining confidentiality at all times. In addition, they will be working closely with the Academy Trust's business and finance team to ensure financial processes run effectively within the school in line with the Trust's Finance Manual and Scheme of Delegation.

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems.
- Contribute towards the planning, development and organisation of support service systems, procedures and policies.
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- Ensure that all staff create a professional and welcoming reception for all visitors and parents.
- Ensure that all visitor checks and health and safety processes are in place to monitor entry in and out of the school.
- They will work closely with the Headteacher and other senior leaders, managing their diaries and ensuring that deadlines are met through careful forward planning.

Leadership

- Line-manage all administrative, wraparound and senior kitchen staff, including reviewing staff performance and carrying out appraisals.
- Oversee the work of site staff to ensure all compliance checks are being acted upon and that cleaning staff are being line-managed and appraised appropriately.
- Train and develop administrative staff as appropriate.
- Ensure that all members of the office present, at all times, a positive image of the school to all staff, parents and visitors both internally and externally.
- Develop an office team that delivers and meets the needs of the school and ensures the Trust fulfills all of its duties in line with the Academies Handbook.
- Take all decisions in line with the vision and values of the school/Trust and encourage others to do the same.

Administration

- Manage manual and computerised record/information systems, including the Single Central Record (SCR).
- Maintain up to date personnel records including recruitment documentation, training records and attendance data in line with Trust policies and procedures.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Provide personal, administrative and organisational support to other staff and the governing board.
- Oversee and organise the management of admissions procedures working closely with the local authority and governing board, maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy.
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary.
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary.
- Manage and organise completed forms from parents.
- Organise and distribute incoming and outgoing post.
- Manage the induction process for new pupils.
- Manage the induction of new staff, ensuring they have oversight of key policies (including safeguarding) and arrange any required training.

Resource Management

- Order, monitor and manage stock, ensuring best value following the Trust's purchasing processes.
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system) and web-based recording systems.
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- Assist with procurement and securing sponsorship/funding.
- Assist with marketing and promoting the school.
- Manage financial administration procedures and maintain appropriate records to ensure the highest standards are met and maintained. Internal and external audits, commissioned by the Trust will evidence strict adherence to the Academies Handbook and Scheme of Delegation.
- Assist with the planning, monitoring and evaluation of the budget.
- Manage office expenditure with an agreed budget.
- Work closely with Trust Finance Leads to manage service contracts
- Assist with the organisation of premises repairs alongside the site officer/caretaker and the school's property management contractor.
- Manage school licenses and insurances
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.

Compliance

- Manage the administration of the recruitment process including advertising, collating documentation, medical clearance and DBS checks as required.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
- To oversee health and safety arrangements within the school, working closely with the site officer/caretaker and other staff to ensure high standards are maintained, accurate record

keeping/statutory checks take place and to prepare for and lead on the actions highlighted in the annual health and safety audit.

- To ensure that all submissions to the Trust, LA or DfE are made on time. This includes updating GIAS (Get information about schools) submitting the school census returns (termly) and ensuring all statutory data is shared with the relevant bodies.

Financial and Human Resources

- To ensure accurate records are kept, including staff absence and overtime, and that up-to-date information is shared with the Trust HR lead via the central system.
- To coordinate order requisitions for the school and collate invoices for the Trust Financial Team.
- To ensure that all requisitions are managed and made inline with the Finance Policy and Scheme of Delegation and that admin staff recognise their duties in this area.
- To work with the headteacher to review monthly expenditure reports and budget plans produced by the Trust finance team.

The school office manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

**Thrive CE Academy Trust
Admin/Office Manager – Person Specification**

QUALIFICATIONS:	Essential	Desirable
Business Management qualification or willing to commit to a funded apprenticeship in School Business Management.	✓	

EXPERIENCE:	Essential	Desirable
Experience of working in a strictly controlled environment, with clear lines of accountability, where confidentiality and attention to detail are essential in securing the reputation of the organisation and minimising exposure to risk.	✓	
Experience of establishing highly efficient and effective administrative systems.	✓	
Experience of working in a school/business environment, establishing systems to prioritise the workload for yourself and others.	✓	
Experience of managing and motivating others as part of a team	✓	
Thorough knowledge of relevant safeguarding policies and procedures.	✓	
Experience of working with outside agencies/providers.		✓

KNOWLEDGE/SKILLS:	Essential	Desirable
Extensive knowledge of a range of computer applications	✓	
Ability to effectively communicate and negotiate	✓	
Ability to work independently demonstrating initiative and pro-activity	✓	
Ability to contribute to school business planning	✓	
Ability to develop and maintain efficient record keeping systems	✓	
Ability to analyse and interpret complex information and make recommendations	✓	
Ability to lead, manage and motivate others towards excellent performance	✓	
Ability to line manage other employees including responsibility for allocation of work, induction, appraisal, development etc.	✓	
Ability to negotiate 'best value' with suppliers	✓	
Ability to communicate with a range of audiences including colleagues, governors, trustees, external professional services etc...	✓	
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
Ability to show sensitivity and objectivity in dealing with confidential issues	✓	

PERSONAL ATTRIBUTES:

	Essential	Desirable
A commitment to safeguarding and child protection	✓	
To be able to promote the Christian ethos of our school and be a positive role model for our pupils	✓	
Excellent interpersonal skills with both adults and children	✓	
Self-motivation and personal drive to complete tasks to the required timescales and standards	✓	
Flexibility to adapt to changing workload demands and school challenges	✓	
Ability to demonstrate sound balanced judgement with decisiveness and flexibility	✓	
A highly effective communicator	✓	
Significant evidence of professional integrity and honesty	✓	
Commitment to and belief in equal opportunities and equal values for all pupils	✓	
Ability and commitment to work in a team	✓	

APPLICATION LETTER

	Essential	Desirable
A letter (word processed and maximum of 1500 words) should be submitted alongside your application form, outlining clearly how you would meet the criteria of this post and the knowledge, skills and attributes you would bring to the role.	✓	
The application form should be fully completed and accurate	✓	