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**Job Description**

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| **School: Ashbrook Junior School** |
| **Post Title: School Office Manager** |
| **Grade/Pay Range: Grade E point 12-19**  |
| **Hours/weeks: 37 hours term time only** |
| **Reporting to: Headteacher** |
| **Department/Team: Office** |

**Overall Purpose of Post**

The post holder will organise and supervise administrative systems within the school, including HR and financial support, in conjunction with the support of the Trust central teams, to senior management team and the governing body. Contribute to the planning, development and monitoring of support services and/or management of support staff, including delegation of relevant activities.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Finance**

* Assist the Trust finance team in the operating the school's financial systems.
* Work with Trust Finance to maintain and monitor the school's budgetary allocation and provide financial information and alternatives, in liaison with the Head and members of the management team and governors
* Work in liaison with governors, Trust colleagues, Head or other members of the SMT in monitoring the annual budget for the coming year. Help the school ensure value for money for all purchases
* Assist SMT in ensuring accurate budgetary expenditure throughout the year
* Manage effective administration of all financial procedures, e.g. processing of orders/invoices, collation/processing of all school monies. This also includes responsibility for maintaining the computerised financial system, ensuring that financial deadlines are met and the reconciliation and the detection and correction of errors.
* Ensure selection and management of resources, including management of a small budget and regular audit of resources.
* Responsibility for School Inventory, including cataloguing, preparing, issuing and maintaining equipment.
* Assisting in the negotiation, management and monitoring of contracts, tenders and agreements for the provision of support services including IT, photocopying and catering provision on site

**School Administration**

* Responsibility for ensuring that reception is effectively managed and dealing with complex reception matters.
* Oversee the collation and maintenance of the pupil/school details both manual and computerised, including responsibility for analysis and evaluation of data/information and production of reports as requested including completion of the school census and the maintenance of the Management Information System
* Ensure the provision of personal/clerical/administrative and organisational support to other staff and to the governing body, including the provision of advisory guidance/response on complex matters
* Responsibility for the administration and liaison with staff for organising school visits, camps and extra- curricular activities
* Ensure the effective completion of returns and reconciliation of queries
* Responsibility for the administration and liaison for school visits
* Ensure all admissions and leavers are made effectively, ensuring all necessary paperwork and electronic files are received and distributed correctly
* To work with the Site Manager to ensure all grounds and site equipment are maintained and serviced in a timely manner
* To work the Headteacher and Site Manager to ensure all projects regarding premises and site are managed effectively

**HR and Payroll Administration**

* Managing clerical/administrative and other support staff
* Assist in the recruitment process of appropriate support staff and manage the associated employment procedures for all staff ensuring safer recruitment procedures are followed at all times.
* Ensure the school’s Single Central Record is compliant and kept up to date.
* Effective maintenance of staff records, including staff absence and related insurance schemes
* Ensure all staff files reflect the SCR requirements and contain all relevant employment details
* Provide HR returns to the Trust HR team as requested
* Complete staffing returns such as school workforce return
* Administration and management of supply cover for absent staff arrangements
* Liaise effectively with Trust colleagues on the HR administrative processes for staff.
* Input new starters, leavers, changes in contract terms, overtime and other variances into the payroll system ensuring accuracy at all times and work with the Headteacher in checking and authorising payroll.
* Provide Return to Work discussions with line managed staff after period of sickness absence

**Other**

* Support senior staff in undertaking research and obtaining information to inform school decisions
* Undertake administration of work experience procedures
* Liaison with school health service/pupils/staff/parents in relation to pupil welfare

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Ensure school maintains its GDPR compliance, and ensure all staff are fully trained and conversant with GDPR requirements, and be knowledgeable of processes to follow in the case of SARs or data breaches
* Arrange and monitor First Aid training for all staff, ensuring appropriate training is up to date
* Ensure the school brochure and prospectus are reviewed regularly and updated as required
* Maintain and review quality of school website
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post holder may be required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

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| **Areas of** **responsibility** | **Requirements** | **Measurement** |
| **P** | **A** | **T** | **I** | **D** |
| Knowledge | * Understanding of effective management and operation of administrative systems.
* Financial systems and procedures to monitor a budget.
* Awareness of the Data Protection Act (GDPR).
* Awareness of Health & Safety procedures
* Understanding of Child Protection issues and procedures.
* Understanding of statutory attendance responsibilities and how to ensure the school meets them.
* Understanding of Education terms and conditions
 |  | \*\*\*\*\*\*\* |  | \*\*\*\*\*\*\* |  |
| Experience | * Significant experience of developing and managing the operation of complex administrative procedures.
* Experience in dealing with HR and payroll administration including inputting and checking payroll submissions
* Experience operating specialist ICT packages including databases and financial systems.
* Experience of writing basic and more complex reports both statistical and factual.
* Experience of managing resources including ordering, receipting, auditing, cataloguing and coordination of maintenance of equipment.
* Experience of managing staff including recruitment and performance management issues
* Experience of working in an Educational establishment ( desirable)
 |  | \*\*\*\*\*\*\* | \* | \*\*\*\*\*\* |  |
| Skills/Abilities | * Ability to communicate effectively on a variety of levels using a variety of methods.
* Ability to work constructively as part of a multi-disciplinary team and understand your role within the school community.
* Be able to demonstrate ability to effectively manage and/or monitor a budget.
* High level of numeracy and literacy skills.
* Ability to manage and supervise staff effectively.
* Ability to carry out effective research.
* Very good standard of ICT skills, including use of Microsoft Word, Excel and the setting up of simple databases.
* Ability to relate well to a range of people including Senior Management Teams, Governors, parents and children.
 |  | \*\*\*\*\*\*\*\* | \* | \*\*\*\*\*\*\* |  |
| Other | * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as appropriate.
* Participate in training and other learning activities and performance development as required.
 |  | \*\*\*\*\*\*\* |  | \*\*\*\*\*\*\* |  |

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| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**