

|  |
| --- |
| Job Description: Office Manager |

**Employment details**

|  |  |
| --- | --- |
| Job title: | **Office Manager**  |
| Reports to (job title): | **School Business Manager** |
| Type of position: | **Full-Time, Permanent, Term-Time-Only, plus 5 Training Days** |
| Hours of work: | **35 hours per week****Monday to Friday – 8.30am to 4.30pm** |
| Level and scale point: | **Grade 6- £32,115 – £35,235 (full-time salary)** |

**Job Purpose**

To be responsible for the effective and efficient administration of financial and other office procedures.

**Areas of responsibility:**

|  |
| --- |
| **MAIN RESPONSIBLITIES** |
| * Develop, implement, coordinate, review and manage the school’s office, administrative and financial systems to maximise the effective coordination of all school support activities.
 |
| * Supervision of office staff, allocating and monitoring work as required, checking for quality and accuracy.
 |
| * Responsibility for the ordering of goods and services in line with the Trust’s procurement processes and receipting of goods and invoices within a timely manner.
 |
| * Oversee the maintenance of pupil records, including registration, admission and transfer procedures.
 |
| * Management and reconciliation of school online payments, for school meals, trips, clubs etc.
 |
| * To manage communications to parents on behalf of school staff.
 |
| * To attend and participate in staff meetings, training as appropriate.
 |

Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job

|  |
| --- |
| Person Specification: Office Manager |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and training** | * Educating to a high standard with a good command of the English language and with outstanding numeracy skills
* GCSE in Maths and English at grade C or above, or equivalent
 | * Relevant qualifications in office/business administration
 |
| **Experience** | * Excellent written and communication skills
* Administrative experience
* Line management responsibility
* Experience of using data input systems
 | * Working in an educational environment
* Experience of working with schools’ management systems (preferably Arbor) and schools’ financial systems (preferably Access)
 |
| **Knowledge and skills** | * Excellent organisational and IT skills
* The ability to relate well to children and adults and to recognise the need for confidentiality in dealing with sensitive information
* The ability to manage several projects at a time, prioritizing accordingly to meet deadlines
* The ability to take ownership of tasks and work with minimal supervision
* The ability to cope with conflicting demands, deadlines and interruptions.
 | * Have an awareness of policies and procedures relating to working in a school
* Be able to contribute to the wider school community and activities
 |
| **Personal qualities** | The successful candidate will be:* Flexible in terms of working hours. including evenings in line with school calendar and lettings.
* Eligible to work in the UK.
* Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
* Suitable to work with children and young people.
* Able to communicate effectively.
* Flexible and positive towards change.
* Willing to work as part of a team.
* Reliable and organised.
* Approachable and self-motivated.
* Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate.
* Able to maintain a high level of confidentiality and discretion at all times.
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
 | The successful candidate will be able to meet the attributes of the Trusts Values:**Aspiration*** Inclusive and respectful to all our colleagues
* Keen to keep developing and receptive to change
* Reflective and learn from mistakes

**Believe*** Passionate and have a positive outlook
* Confident to share their opinions and ideas and value those of others
* Solution focused

**Community*** Considerate of all
* Welcoming
* Adaptable
* Understanding of the needs of the wider community
* Look after our own and each other’s well being
 |