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| Job Description: Office Manager |

**Employment details**

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| 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:**

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| **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

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| Person Specification: Office Manager |

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|  | **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 |