**CHESTERTON PRIMARY SCHOOL**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| POST | Office Manager (including responsibility for HR and Premises) |
| GRADE | Scale: 6  Spine Point: 23-25  Salary: £32,301-£33,474 p/a |
| EMPLOYMENT STATUS | Permanent  All Year Round |
| RESPONSIBLE TO | Headteacher and Trust Head of HR |
| RESPONSIBLE FOR | Administration Assistants x2, Premises Officer x1 (day to day) |

# **Purpose of the Job**

This is an important role in the school’s support structure and is key to ensuring effective and efficient administrative HR support to the school. The role also plays an important function in overseeing the premises and coordinating of building projects.

You will be responsible for:

* The day to day management and leadership of the office team, directing workflows effectively to meet the needs of the school and senior team
* Oversee and manage the school's management information system (SIMS) – administrative and personnel.
* Managing the recruitment cycle for the school, supporting the Headteacher with safer recruitment, payroll processing and day to day HR matters and ensuring all HR requirements are met and align with the Trust.
* The delivery of accurate and timely administrative services and functions to the Headteacher.
* Under direction from the Head of Facilities and Estates, lead the premises team and support in project managing any large structural building projects.

**Key Responsibilities**

1. **HUMAN RESOURCES and SAFER RECRUITMENT**

* To be responsible for the confidential handling of all the school's HR information and matters.
* To be the main link with payroll, ensuring that appointments, re-gradings, and resignations are accurately and promptly authorised and submitted in timely monthly returns to Payroll.
* Monitor staff absence data and support line managers in addressing any ongoing absence issues, including the processing of return to work forms.
* To work closely with the finance lead to extract and review payroll reports and contributing information to enable accurate staff forecasting and budget setting.
* To place adverts and co-ordinate the whole recruitment and selection process.
* Provide a contact point for applicants and recruiting managers for any vacancies.
* To lead on the induction of new staff and all elements of Safer Recruitment as referred to in Department of Education legislation, including DBS, barred list, childcare disqualification, references etc.
* Undertake pre-employment checks and issue appropriate documentation, ensure checks are complete and recorded appropriately on staff personnel files.
* To create, maintain and monitor the Single Central Record to ensure it is compliant with DFE, EFA and OFSTED regulations and bring any concerns to the attention of the Head of HR and Headteacher immediately.
* Under guidance from the Head of HR, to administer, where appropriate, and advise on complex procedures (eg. occupational health referrals, staff grievances, disciplinary and other sensitive issues) in a discrete and professional manner.
* To maintain records of staff annual leave and sickness absence and collate the relevant statistics as required by the Local Academy Committee or WLT.
* Manage the school’s leaver process, including staff exit questionnaires.
* Manage manual and computerised records and information systems, to ensure all HR and personnel information is regularly updated.
* To prepare all HR related documentation for the school, including offer letters, contracts, job descriptions.
* To support the administration of the school’s performance management process.
* With support from Head of HR, to be responsible for School Workforce Census and personnel requirements of the School CENSUS.
* Support with the training and development of staff within the school, ensuring that any CPD is filed accordingly. Identify and arrange CPD/training needs within the office team.
* Seek guidance and direction from the Head of HR in relation to HR and personnel matters, processes and procedures.
* Undertake any ad hoc duties as directed by the Head of HR across the Wandle Learning Trust.

1. **ORGANISATION & ADMINSTRATIVE**

* To develop systems, processes and procedures to enable the smooth running of HR and office functions.
* To direct workflows to the Administrative Staff to meet peaks and troughs and ensure key deadlines can be met. To oversee the completion and delivery of these workflows.
* To carry out office and premise staff induction, probation reviews and training as required within the department.
* To make sure the front of house delivers an effective and efficient customer service by creating a positive team ethos.
* To coordinate all administrative tasks produced by the team. To aid clear communication between the office and other departments throughout the school.
* To make sure the School maintains and develops accurate and up-to-date databases and information systems to retrieve, enter, extract and output relevant information.
* To help, support and supervise other school staff in the use, organisation, application and maintenance of the school administration and computerised systems and deliver on-the-job training and development where appropriate.
* To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
* To ensure the effectiveness of the school's front of house security at all times.
* To communicate effectively, both orally and in writing with outside, agencies, parents, staff and local community.
* To type letters, reports, memoranda, and produce other documents and reports using the appropriate equipment and ICT and office management systems as appropriate.
* To monitor and collate staff attendance data and collate information as is necessary for use by SLT.
* To oversee the management of staff data held on the management information system is up to date including key contact details and Health and Safety/First Aid requirements.

To ensure there is always at least one member of staff in the front office.

1. **PREMISES**

* To provide day to day premises oversight.
* To oversee the work of the premises staff and feed back to the Head of Facilities and Estates accordingly.
* To support the Head of Facilities and Estates as requested by project managing site building/ improvement projects.
* To oversee health and safety requirements of the School and report any concerns immediately to the Headteacher and Head of Facilities and Estates.
* To carry out premises and admin team-related risk assessments to ensure the school is complaint on all health and safety requirements.
* To fulfil the role of a fire marshal.

1. **EXTERNAL LIAISON**

* To liaise effectively with the MAT and other schools in the MAT if required, sharing, receiving and implementing best practice.
* Liaise with relevant external agencies as appropriate, on specific issues relevant to areas of responsibility.
* Establish constructive relationships and communicate effectively with external agencies.

1. **OTHER RESPONSIBILITIES**

* To undertake any other administrative tasks as directed by the Headteacher.
* Be aware of and comply with the school's policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work of the School.
* Be flexible and willing to attend and participate in relevant meetings as required sometimes at short notice.
* To cover the role of front of house when required.
* Any other general office duties or school requirements as directed by the Headteacher.
* Lead regular team meetings for the office staff.
* Ability to identify own training needs and to be willing to partake in available/necessary training
* Creating a positive and “can do” team culture.
* To complete school based induction and any subsequent training, which may improve and develop performance.
* To take part in the school performance management system.
* To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school, and to proactively promote anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
* To be committed to safeguarding and promoting the welfare of children. To follow all procedures and policies relating to safeguarding of children.

**Equal Opportunities**

* The post holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.
* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.

Signature of Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification**

**Job Title: Office manager (including responsibility for HR and Premises)**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| NVQ 2 or equivalent experience  Human resources degree (eg. CIPD or equivalent) | ✓ | ✓ |
| **Experience** |  |  |
| Experience in a school administration post or similar (2+ years)  Experience of using Microsoft Office Suite  Experience of using Email/Internet  Experience of using a school information database eg. SIMS | ✓  ✓  ✓ | ✓ |
| Experience working in a school setting  Experience of working with the general public  Experience in dealing with confidential work | ✓  ✓  ✓ |  |
|  |  |  |
| **Skills** |  |  |
| Personal |  |  |
| Must be well organised  Ability to work under pressure and ensure deadlines are met  Ability to work as part of a team  Ability to organise and prioritise workload and work on own initiative  Ability to demonstrate competent standards of literacy and numeracy  Ability to lead a team | ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Administrative** |  |  |
| Experience of using, maintaining and developing administrative systems  Ability to find solutions to administrative problems  Ability to maintain accurate records and filing systems  Ability to produce clear reports  Ability to maintain records relating to attendance and punctuality  Ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations  Personnel Experience | ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Relations** |  |  |
| Have good interpersonal skills and be able to communicate effectively  Ability to develop good relations with staff and pupils and the wider school community  Ability to deal sensitively with children, staff, parents, carers and visitors. | ✓  ✓ |  |
| **IT Skills** |  |  |
| Fast and accurate keyboard skills  Word processing and typing skills  Good understanding of database – including ability to use database to produce reports and statistics  Ability to use Word and Excel to develop tables and spreadsheets | ✓  ✓  ✓  ✓ |  |