**Office Manager, Finance and HR Administrator (NEW)**

**36 hours per week**

**42 weeks per year**

**Purpose of job**

Responsible to the Headteacher and Governing Board to lead on all areas of office management, promoting the highest standards of business ethos and supporting Fircroft’s vision and aims within the administrative function of the school.

To provide ‘front-of-house’ service in the school office, at the busiest times of the school day, undertaking reception duties, answering routine telephone and face to face enquiries and signing in visitors

To strategically ensure the most effective use of resources and operations in support of the school’s priorities.

To line manage the admin / office team and to support the School Leadership Team.

**Key responsibilities and accountabilities**

**HR responsibilities**

* To organise recruitment for the school, including job descriptions and provide contact point for applicants and recruiting managers for vacancies.
* To prepare HR related documentation for the school, including recruitment, offer letters, contracts, references, safeguarding checks.
* To carry out staff inductions, probation reviews and training as required.
* Maintain all relevant HR files in line with school retention periods.
* Process pre-employment checks and issue appropriate documentation. Ensure checks are complete and recorded appropriately on staff personnel files.
* Maintain the Single Central Record for the school and conduct all appropriate safeguarding checks as referred to in DfE legislation.
* Conduct routine return to work interviews with staff.
* Monitor staff absence data and support the Headteacher in addressing any ongoing absence issues.
* Under guidance from HR service, administer where appropriate, and advise on occupational health referrals, staff grievances, disciplinary and sensitive issues in a discreet and professional manner.
* Monitor the appraisal and probationary process and administration.
* Maintain personal records on SIMS and in personnel files.
* Be responsible for School Workforce Census and personnel requirements of the School Census.
* Maintain governors’ records and vetting information.
* Liaise with SLT to ensure First Aiders Certificates are up to date, arrange training and displays listing First Aiders are kept up to date across the site.
* Carry out exit interviews.

**Finance**

* Ensure orders / invoices are approved, processed and paid as per school policy and finance regulations and involving relevant budget holders.
* Investigate and resolve supplier order and invoices under query, arranging returns and ensuring refunds or credit notes are received.
* Process and reconcile all income.
* Carry out monthly bank reconciliation and debit card conciliation.
* Manage all monthly transactions expenditure / income, in line with financial regulations.
* Post to FMS monthly cash advances from the LA and quarterly VAT reimbursements.
* Produce quarterly/ monthly returns to the Local Authority Finance team.
* Produce and deliver Financial Reporting to Governors.
* Daily monitoring of cashless solutions.
* Process all petty cash claims.
* Send additional hours claims to payroll and maintain audit file of claims.
* Produce staff monthly absence returns and annual salary assessment statements to Payroll.
* Check monthly payroll reports for staff and PFIS reports.
* Maintain filing system of financial records.
* Maintain high standards when managing confidential information, complying with the data protection policies and legal requirements.
* Produce the Annual Schools Financial Value Standard and report to governors.
* Produce Salary Assessment statements for teaching staff.
* Carry out general financial and admin tasks as directed.
* Manage and pay for Service Level Agreement’s, licences and subscriptions.
* Provide free school meals application forms and pupil premium forms to all new parents/carers, make sure eligible pupil are registered and SLT can easily access up to date information.
* Submit insurance claims for long-term sickness and maternity cover.
* Prepare for audits

**Facilities Management responsibilities**

* Ensure risk assessments are in place for activities inside and outside the school.
* Ensure school assets are recorded on the Asset register.
* Ensure a contract’s register is maintained.
* Ensure all service level agreements / contracts are in place.
* Identify the need and be responsible for securing appropriate licences and insurances.
* Provide oversight of arrangements for any medical policies / needs.
* Main point of contact for cleaning service, communicating any concerns.
* In liaison with other office staff, complete and send Health & Safety monitoring forms, record training, update the Health & Safety policy annually and contribute to a report to governors.
* In liaison with other office staff, ensure Health and Safety compliance in relation to Fire, Asbestos and Legionella.
* Report on accidents via the LA electronic link.

**Administrative responsibilities**

* Build and maintain effective working relationships with a wide variety of people.
* Be an effective member of the school office team, providing cover for other team members where appropriate and performing reception duties as a regular part of the day.
* Maintain and monitor administrative systems to include, but not limited to, appropriate databases, archives, filing systems and contact lists.
* To develop systems, processes and procedures to enable the smooth running of HR and office functions.
* To ensure admissions processes are run in compliance with policies.
* Collaborate with the school office team to produce Pupil Census.
* To ensure 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 type letters, reports, memos and produce other documents and reports as directed.
* To oversee the management of pupil data held on SIMs, ensuring it is up to date including key contact details and Health and Safety requirements.
* To ensure there is always at least one member of staff in the front office.
* To organise and prioritise workload on a daily basis to ensure deadlines are met, using own initiative and working knowledge.
* Communicate effectively in writing, on the telephone and face-to-face with relevant outside agencies.

**Other responsibilities**

* To undertake any other tasks as directed by the Headteacher.
* Be aware of any 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.
* Be aware of and support difference and ensure equal opportunities or all
* Contribute to the overall ethos and work of the school
* Be flexible and willing to attend and participate in relevant meetings as required
* Creating a positive team culture.

**Responsibilities:**

• Comply with and assist with the development of 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 and aims of the school

• Establish constructive relationships and communicate with other agencies and
professionals.

• Attend and participate in regular meetings.

• Participate in training and other learning activities and performance development
as required.

• Recognise own strengths and areas of expertise and use these to advise and
support others.

**Safeguarding**

• 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 in relation to the 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.

June 2024