**Job Description**

NAME:

POST:  **OFFICE MANAGER**

GRADE: Grade 6-8 (£28,752 - £34,985) depending on qualifications and experience (**Full Time All Year Round)**

RESPONSIBLE FOR: Finance Officer (x1) (in liaison with the Trust finance office), Senior Admin Officer (x1), Receptionist (x1) and Premises Staff (X1)

ACCOUNTABLE TO: Headteacher in liaison with Graveney Trust

**MAIN PURPOSE OF JOB**

* Responsible to the Headteacher and the Governing Body for the efficient conduct of the school’s day to day operations Including all administrative services, day to day financial processes and premises matters. To ensure that a healthy and safe environment is maintained to the standards laid down by the Governing Body and Graveney Trust

**MAJOR RESPONSIBILITIES**

**A Strategic Role**

1. In collaboration provide vision, strategic direction and leadership in the planning, management and development of effective operations across the school, administration, facilities and ICT.
2. Ensuring that Franciscan works within the requirements of the Trust through advice, direction and support to the headteacher and the governing body.
3. Working within the leadership team to ensure that the revenue, equipment and resources are managed efficiently and cost-effectively in support of educational and organisational objectives.
4. Manage a multi-disciplinary team made up of both directly employed staff and external contractors. The team covers a range of non-teaching functions and includes, but is not limited to, Finance, Premises, Administration and clerical support along with contractors for ICT, cleaning, maintenance and catering services.
5. Leading the development and continuous improvement of non-teaching staff through consistent and regular supervision, identifying training needs and managing performance.
6. As part of the Leadership Team, to provide support and challenge to peers as they explore options for implementing their action plans
7. To continually enhance the reputation of the school within the borough and beyond by building good networks of support and developing effective relationships

**B Strategic and operational management**

1. To be responsible for the overall line management and professional development of the Administration staff and the Premises staff developing and implementing new procedures, protocols and office systems to meet the changing needs of the school.
2. To liaise effectively with HR to ensure effective procedures are in place to meet the MAT’s regulations in relation to all personnel matters relating to staff including maintaining confidential staff records as required by the Headteacher
3. To monitor and maintain registers for staff attendance and to ensure accurate returns are made to the Trust who will ensure that appropriate action is taken under the Code of Practice on Staff Sickness
4. To set objectives and manage performance of administration officer, premises officer
5. To cover duties of other office staff as requested by the HT
6. To provide liaison and support for the Governing Body as required.

* Preparing reports (as appropriate) for significant items of importance
* Advising Governors of forthcoming meetings
* Preparation of correspondence arising from Governors’ meetings

1. In collaboration promote school with local businesses, the LA, external agencies and other institutions including developing and maintaining the school brochure and making recommendations on these to the Headteacher.
2. To recommend, establish and maintain computer-aided administration, which supports all the general work in the school, including statistical analysis, in conjunction with the LA/Trust, ensuring that the pupil database and other pupil records are properly maintained and regularly updated.
3. Ensure that all visitors to the school are received in a friendly and professional manner and that they feel welcome and well attended to.
4. Assist in processing children who arrive late and leave during the day for appointments/sickness etc
5. Assist in the processing of ID checks for all visitors in accordance with the school’s safeguarding procedures ensuring everyone is signed in and out and wearing the appropriate identification. Seek to ensure the safety and welfare of pupils by being aware of unexpected visitors and reporting to senior management team any concerns which arise through contact with children in line with the school’s ‘anti bullying’ and ‘child protection’ policies.
6. Ensure all contractors visiting the site sign in and out accordingly
7. Ensure all queries, either in person or by telephone, are dealt with swiftly and appropriately using tact and diplomacy at all times.
8. Assist in ensuring the answer-phone and email messages are checked early every morning and then regularly thereafter during the day.
9. Ensure messages are clearly recorded and passed onto the relevant staff in school
10. Handle difficult situations and issues with sensitivity and a calm manner, being at all times aware of the need to safeguard pupils, operate within data protection guidelines and maintain strict confidentiality at all times.

**C. Day to Day Administration**

1. To support in maintaining the school diary and school calendars
2. Produce standard letters and reports as requested by the HT and senior staff
3. Make appointments for the Headteacher, senior teachers and teaching staff as requested.
4. To compile letters/documents and other information for staff as required within the parameters that have been agreed for these services.
5. To arrange meetings with parents and other individuals as requested
6. Coordinate all paperwork for the two Parent Consultation Meetings held during the year
7. Support in uploading the school newsletter onto the website every week and send it out electronically to all parents/carers/Trust
8. In conjunction with admissions officer support the organising and managing the administrative procedures relating to admissions, pupil records, and pupils with SEN (under the direction of the SENCo).
9. To ensure that all appropriate records are maintained and necessary returns are completed and submitted by the set deadlines including collating staffing absence data and providing copy records for the Trust in accordance with the agreed systems/timescales
10. To manage an effective computerised system for record keeping processes (SIMS) and to attend training courses as necessary to keep up to date with the systems
11. To be responsible for the SIMS end of year procedures including promotion of records in preparation for the next academic year
12. To be responsible for the pupil returns required by the Local Authority and DfE including census information
13. To be responsible for the administration and organisation of school photos to include arranging photographer visits, production of class/sibling lists, collating of all information relating to the family requirements, distributing photos when returned and importing into SIMS pupil records:
14. To manage the distribution of school reports and accompanying paperwork to ensure they are distributed in a timely manner and to ensure all pupils reports are ready, copied and collated in time.
15. To support the effective implementation of school attendance systems
16. Liaise with the school uniform company as required
17. To be responsible for the administration of the school’s post including sorting and distribution and for ensuring that post is sent to Graveney Trust on a daily basis
18. To oversee the maintenance and development of the school’s website
19. Assist in the promotion of the school through sensitive dealings with children, parents and visitors at all times
20. To ensure that all office based staff contribute to professional and welcoming environment
21. To ensure all ICT policies, procedures and systems are aligned with Child safeguarding polices and data protection policies and legislation;

**D**  **Admissions**

1. To oversee the administration of admissions for the nursery, including adherence to the school’s admission policy, giving information, where possible, to appropriate staff before the children begin school.
2. To oversee the administration of admissions for the main school (Reception to year 6), working with the Trust. Ensuring that in-year admissions are conducted in a timely way to minimise the number of vacant places on the school role.
3. Oversee arrangements for prospective parent visits
4. Oversee reception admissions, ensuring admission packs are up to date and available for parents/carers. To support parents in completing forms where necessary
5. Oversee the preparation of information and records forwarding on to appropriate primary/secondary schools as necessary
6. Oversee the maintenance of pupil records
7. Oversee the filling of vacancies as pupils leave the school

**E. Safeguarding**

1. In liaison with Trust HR staff, to be responsible for ensuring all adults within the school are DBS checked and maintain the School Central Record in line with the Child Protection and safeguarding policy.
2. To meet with the HT half termly to ensure all safeguarding policies, documents and systems are checked and monitored

**F Administration of Educational Visits (on and off-site)**

1. Liaise with SLT and teaching staff to ensure all trips are entered in the school diary and followed up to ensure SLT are aware of all trips, excursions, events etc.
2. Responsible for the arranging transport for trips, e.g. coaches or TFL travel cards/Oyster cards for staff etc.
3. Source the most competitive prices for coach bookings
4. To check all school trip accounting records and ensure that they balance and can be reconciled with the class records
5. Ensure adequate first aid arrangements are in place for each trip, bearing in mind the nature and destination of the trip and age of pupils attending
6. Liaise with the EVC/Headteacher to ensure all necessary paperwork has been completed for each visit/event and submitted at the appropriate time and has been authorised by the appropriate person before the trip or event takes place
7. Administration of paperwork for school swimming lessons.

**G Afterschool clubs / extended provision**

1. To oversee the running of afterschool clubs in liaison with the Learning Mentors and other staff
2. To ensure that relevant letters/correspondence is distributed so that information exchange is carried out in a timely fashion
3. To oversee the collection of all monies for afterschool clubs and follow Trust protocols and procedures for booking using Sims Pay
4. To inform parents via letter, text, phone call etc. with regard to afterschool club information
5. To oversee and utilize any online booking systems ensuring, where possible, equal access and equity.
6. To oversee the information exchange and arrangements with external providers to use the school premises during out of hours use, including holiday periods.
7. Liaise with Fit for Sport for the administration and booking for after school care

**H Finance and Accountancy**

1. To be a member of and attend the committee meetings of the Finance & Personnel and Children and Families and Community committee and attend the full governing body evening meetings as required.
2. Assist in the annual review of Service Level Agreements offered by the LA and consultants, in liaison with the Trust to achieve best value for money and review the school’s insurance processing claims where loss or damage occurs
3. To become familiar with Sims Pay and ensure that all monies are collected via Sims Pay unless there is a good reason not to
4. Support finance staff in ensuring that orders are always raised for all goods, supplies and services and to process these promptly including checking all details are complete and correct before sending to supplier (which should be one on the day of completion) for processing
5. Support finance staff in ensuring that delivery notes are signed by the staff who ordered the goods and then processed according to the Trust’s financial procedures

**I Welfare**

1. Hold a relevant First Aid Certificate and maintain this qualification (training can be provided if necessary)
2. To ensure the provision of First Aid for children throughout the school day – where there are no other qualified staff available this will include dealing with minor injuries and administering first aid, following the correct guidance, contacting parents where necessary and keeping up-to-date record book as per the school’s policies and procedures, caring for distressed children until a parent/carer arrives
3. To be responsible for maintaining the records for administration of medicine to pupils and for administering medicines to pupils
4. Ensure accident forms are completed and filed as required
5. Administer medicines to pupils in line with school policy if required.
6. To oversee the arrangements for medicals with the school nurse/dentist

**J Premises**

1. To liaise with the Site Manager (school) and Site Manager (Trust) to ensure the effective management and maintenance of the school site (including planned works)
2. To ensure, as far as is practicable, that the security of the site is maintained at all times including school holidays and to make recommendations for improvement as necessary and is compliant with Safeguarding policies
3. Working with the Trust Site Manager, to oversee the work of the school Site Manager to ensure as far as reasonably possible that:
   1. all sites, buildings and facilities are compliant with relevant legislation and procedures such as health & safety and child protection;
   2. caretaking, cleaning, grounds maintenance and building maintenance programmes are fulfilled to the agreed quality standards by staff and contractors;
   3. policies and procedures for contractor and supplier access to site and their management on site is aligned to children safeguarding policies.
   4. to ensure that contracts for annual checks are carried out as well as taking out plant insurance and liability insurance policies.
4. Under the guidance of the statutory duty holder and any relevant Trust Policies, to maintain a school Health and Safety policy and to oversee a programme of risk assessments and fire drills.
5. To maintain a lettings policy for the school in line with Trust policies and explore avenues for letting premises and increasing income and to develop ways in which the school can be accessed for community use.
6. To remain vigilant and to act responsibly to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature, including a requirement to report any incidents that have been witnessed, heard or suspected.
7. In liaison with the Trust and school based Site Managers, to commission, procure and manage external services required for the facilities and estate management function.
8. To assist in the management all of the school’s contracts with external providers which will include, but are not limited to : Site Services and Cleaning, Photocopying and Printing, ICT Service and Support, Catering Services, Site Maintenance and Health and Safety , ICT Software
9. To assist in all non-teaching projects (e.g. building works, ICT installations)
10. To support the development of project plans and proposals and communicate these effectively to staff and governors.
11. To support in the implementation of all phases of agreed projects, and operate effective management to ensure that issues are identified and resolved appropriately
12. To undertake other related duties that may be required to meet the needs of the schools.
13. To work flexibly within the contractual terms agreed to ensure that the needs of the school can be met, which may require an extended working week during busy times in the school year.

**Safeguarding Children**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act, Keeping Pupil's Safe in Education and the school's own Safeguarding Policy in relation to child protection and safeguarding children and young people as this applies to the postholder’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder’s role.

To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection

**POST:** **SCHOOL SERVICES MANAGER**

**PERSON SPECIFICATION**

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| **Education** |  |
| Educated to NVQ4 or degree level | Essential |
| Strong working knowledge of Microsoft Office applications and SIMs | Essential |
| First Aid at Work certificate, or willingness to become qualified | Essential |
| **Experience, Knowledge and Skills** |  |
| Experience of using computerised systems for budget management and the financial regulations applicable to schools | Desirable |
| Experience of using information systems including computerised systems (SIMS / SAGE) in an administrative environment | Essential |
| Experience of providing high-level administrative support including experience of managing staff | Essential |
| Experience of premises and/or site management | Desirable |
| Experience of successful income generation | Essential |
| An understanding of the functions and duties of an academy and its relationship to the Trust and the Local Authority | Desirable |
| Some knowledge of budget management and resource planning | Desirable |
| Ability to undertake a wide range of day to day business and operational tasks. | Essential |
| Knowledge of the application of Health & Safety in a school/college setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessments. | Desirable |
| Ability to collate statistical data and present in written reports | Essential |
| A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner city deprivation and the ability to develop appropriate responses to the needs arising. Knowledge and understanding of child protection and safeguarding. | Essential |
| Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, outside agencies, the Trust and the Local Authority | Essential |
| **Personal attributes** |  |
| Ability to work successfully as a team member establishing effective working relationships and flexible working practices | Essential |
| Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times. | Essential |
| Ability to communicate effectively and support staff appropriately | Essential |
| Physical ability to perform the duties of the post with the support of aids or adaptations as required. | Essential |