

Post title:	Office Manager
Salary and grade:	Grade 8 (Points 22-28; £29439 - £34723)
Line manager/s:	Headteacher

Main purpose of the job:

To positively and actively contribute to whole school improvement through effective leadership and management of the administrative, financial provisions within the school, contributing to the development of whole school policies and procedures

The role includes the day to day management of the school office, including supervision and instruction of administrative staff.

To advise the Senior Leadership Team and Governing Body on organisational / complex financial matters in line with current legislation / regulations, whilst ensuring organisation, maintenance and monitoring of school finance and personnel systems to ensure the effective delivery of service to school.

Key duties and responsibilities

Organisation

- Be responsible for the planning, development, design, organisation and monitoring of the Admin Team and whole school systems/procedures and policies.
- To ensure the effective and efficient running of the school office including performance management/appraisal.
- To be responsible for the management of the administrative team including the development and implementation of recruitment, induction, performance management, training and mentoring of Admin Team
- Represent the Admin Team at relevant meetings
- Support the effective and safe working of the school buildings including being line manager to site manager.

Administrative Duties

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required for governors
- Undertake word-processing and complex IT based tasks
- Produce and respond to complex correspondence
- Provide organisational and complex personal advisory support to other staff

- Provide organisational and complex support to the Governing Body
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc, including those to outside agencies e.g. DfES
- Manage the administration of Payroll and recruitment systems
- Oversee administration of school Web site and text message service.
- Ensure whole school risk assessment, site health and safety routines are effective.

Financial Administration

- To be responsible for the provision of specialist advice and guidance to Senior Management Team / Governing Body on national and local guidelines / policy / statute
- To be responsible for the effective management of complex financial administration procedures, contributing to budget planning and compliance with financial regulations
- Take a lead role in the monitoring and evaluation of budget monitoring the weekly / monthly expenditure and advising the Headteacher / Finance Committee of possible under / over spending whilst providing options for varying expenditure
- Prepare annual estimates and regular reports on income and expenditure, monitor accounts against budgets and report on financial state of the school to the Governors.
- Monitor all accounting procedures and resolve any problems, including ordering, processing and payment for all goods and services, the operation and regular reconciliation of bank accounts, preparations of invoices, collection of fees, recovery of bad debts.
- Manage procurement and support the Headteacher to securing relevant sponsorship
- Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts
- Preparation of work specification for tender and assisting with selection of contractors
- Preparation and maintenance of SFVS and other such reports, records and accounts as are required in conjunction with the School's computerised accounting systems
- Oversee, develop and implement financial procedures and oversee all financial transactions / activity with the school
- Ensuring the proper collection, reconciliation and banking of any monies received
- Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants
- Supporting the School in the management and maintenance of an assets register and inventory
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurance, and handling any claims that arise
- Maximise income generation within the ethos of the school. Ensure Best Value principles are adopted, for example, in extended school activities
- Securing funds to which the school is entitled and actively source additional funding including grant funding

Management Information Systems

- Ensure all pupil records on MIS are accurate and kept up to date
- Produce detailed attendance reports on MIS

- Develop and monitor management information systems including CPOMS and governors documentation
- Ensure the effective delivery of the school reports process and data collection systems by the Admin Team
- Provide detailed analysis and evaluation of data and produce detailed reports as required
- Be responsible for the design and effective operation of administrative procedures
- Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g. DCSF and Nexus spreadsheets and documentation.
- Administer the School's admissions and withdrawal procedures maintaining accurate numbers on roll
- Ensure that electronic pupil attendance records are up to date and meet LA regulations
- Ensure all personnel records on MIS are accurate and kept up to date
- Be responsible for the production of Pupil CENSUS and School Workforce CENSUS
- Be responsible for the production of 618G and other LA returns
- Maintain the confidentiality of all the School's records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act, GDPR and Freedom of information Act.

Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Be responsible for the provision of specialist advice and guidance to SLT/Governing Body etc. on national and local guidelines, policies, etc.
- Interpret matters of policy/procedure to ensure the school's compliance and initiate appropriate action arising
- To be responsible for marketing and promotion including the preparation and production of all school publications
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness
- To support the use, function and development of the school site and buildings

Staffing

- Line manage the Administration team and liaise with site manager on a day to day basis, completing induction, performance management and training of staff.
- Handle personnel administration processes relating to the appointment of all staff
- Maintain Staff records of employment
- Update Single Central Record regularly
- Contribute to the monitoring and reporting of staff absence

Responsibilities

- Comply and assist with the development of policies and procedures relating to attendance, absence, 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 development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- 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
- To act as first point of contact with the School for parents and visitors
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to Safeguarding and Child Protection Procedures and ensuring that confidentiality is adhered at all times
- Contribute to the overall aims and ethos of the school
- Support the running of the school building including health and safety

Other Duties

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Senior Leadership Team consistent with the grade of the post and the experience of the Post holder

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	NVQ Level 4 or evidence of working towards a relevant discipline.		•
	Minimum GCSE (or equivalent) Maths and English at grade A-C	•	
	Proven leadership skills	•	
	Recent, relevant professional development in current information, data and finance systems	•	
	Evidence of further professional training		•
Experience	Significant experience working in a relevant Financial and/ or Administrative management role preferably in an educational setting	•	
	Full working knowledge of relevant polices/ legislation	•	
	Knowledge of Microsoft office including Word & Excel	•	
	Proven experience in Schools finance including in the development, management and operation of financial management systems	•	
	Experience of budget management and preparation in a learning environment or similar	•	
	Previous experience within an educational environment	•	
	In depth knowledge of school financial, personnel and administrative systems	•	
	Full working knowledge of Health and Safety	•	
	Use of systems for financial and recruitment procedures	•	
	Experience of maintenance and development of website	•	
Thinking Ability	Ability to manage the schools administrative and financial systems	•	
	Ability to manage, lead, organise deploy and motivate a team	•	
	Ability to formulate ideas and solutions and present them effectively to the Senior Leadership Team / Governing Body and possess high level decision making skills	•	
	Proven ability to liaise with external agencies, businesses or contractors	•	
	Ability to persuade, motivate, negotiate and influence	•	
	To be able to work under pressure in a very busy and diverse environment	•	
	Proven organisational skills. High level of accuracy and attention to detail	•	
	Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines	•	
	Advance skills to use and manage ICT systems and resources effectively	•	

		Essential	Desirable
Personal Effectiveness	Excellent communication skills	•	
	Ability to work as a member of a team.	•	
	Able to respond flexibly and adapt to changing and challenging circumstances	•	
	Operate calmly and effectively Show initiative and self-motivation	•	
	Show commitment to a clear and shared vision for an effective organisation	•	
	Recommend and show a positive attitude to change	•	
	An ability to positively promote the school to pupils, parents, colleagues and other community groups.	•	
	Highly motivated with high expectations, a positive attitude and a good sense of humour	•	
	The ability and willingness to work in partnership with other members of the School team.	•	
	A high level of personal integrity	•	
	An approachable professional who responds well to and offers constructive advice	•	
General	The flexibility to meet the full range of job requirements	•	
	Able to travel to a range of meetings and events	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	A commitment to equal opportunities	•	
	To demonstrate success in involving parents, governors and the community in the school where appropriate	•	
	Be committed to staff development.	•	
	Promotion of positive behaviour strategies	•	