

JOB DESCRIPTION

SCHOOL:	Chandlers Ridge Academy
POST TITLE:	School Office Manager
GRADE:	I (SCP 26 - 28)- TTO + 5 days
REPORTS TO:	Headteacher
MAIN PURPOSE:	Organise and manage administrative systems within the school. Contribute to the planning, development and monitoring of support services and supervision of support staff, including co-ordination and delegation of relevant activities.

TASKS:

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management responsibilities where appropriate
- Manage admin support staff
- Liaise between managers/teaching staff and support staff

Administration

- Take lead role in the development and maintenance of record/information systems including pupil information.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory support to other staff
- Provide organisational and complex advisory 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. DfE
- Be responsible for the management and secure storage of employee information.
- Manage and maintain statutory records required in relation to the safeguarding of children i.e. single central record.
- Manage the administration of payroll information

Resources

- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement

- Manage service contracts
- Manage school licences
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures
- Be responsible for the management of expenditure within an agreed budget

Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Be aware of and support difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- 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
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed:

Date:

PERSON SPECIFICATION

POST TITLE: School Office Manager

GRADE: I (SCP 26 – 28)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • NVQ Level 4 or equivalent qualification in relevant discipline, e.g. Certificate in School Business Management (CSBM) OR appropriate experience • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • ECDL or equivalent • Diploma in School Business Management (DSBM)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems • Experience of working in an office environment at a senior level • Staff supervision 	<ul style="list-style-type: none"> • Experience of working in a school environment • Payroll/finance experience
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills • Effective use of specialist ICT packages • Use of specialist equipment/resources • Full working knowledge of relevant policies/codes of practice/legislation • Ability to plan and develop systems • Ability to relate well to children and adults • Excellent verbal and written communication skills • Ability to organise, lead and motivate other staff • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to take a lead role in planning, monitoring and evaluation of budget 	<ul style="list-style-type: none"> • Analytical and problem solving skills • Research and marketing skills • Knowledge of employment procedures, e.g. staff recruitment

	<ul style="list-style-type: none"> • Knowledge and ability to complete statistical returns • Ability to self-evaluate learning needs and actively seek learning opportunities • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly and approachable manner • Self-motivated • Professional approach • Flexible • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	