



Saint Thomas More Catholic Primary School

Part of the Holy Cross Catholic Multi Academy Company

Job description Office Manager

Name: Salary Scale: Grade 5

Full time, term time plus teacher training days and 2 weeks of school holiday time

Introduction

This appointment is with the Holy Cross Catholic Multi Academy Company under the terms of the Catholic Education Service contract. The post-holder will, by personal example, ensure that the Catholic ethos and Mission of the school, permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Head teacher and the post-holder. It will be reviewed annually.

Core Purpose

As an Office Manager at St Thomas More Catholic Primary School the core purpose of the job is to provide efficient and effective support services within the school office team and premises team; and to assist the central MAC team with the planning, organisation and delivery of school finances under the direction of the Headteacher.

Duties and Responsibilities:

1. Finance

- To participate in the planning, monitoring and reviewing of the school budget with governors, liaising with the MAC Finance Manager and CFOO to ensure adherence to the MAC financial procedures.
- Support the central MAC team with the preparation of year-end and assist with any internal or external audits.
- Provide information and regular reports on the schools budget to the head teacher, governors and central MAC team.
- Support budget holders within school on issues relating to the management of their budgets.
- To be responsible for the ordering, processing and payment of all goods and services provided to the school and the operation of all accounts, ensuring effective purchasing arrangements within school.
- To assist with the month-end reconciliation work.
- To prepare invoices and arrange the collection of fees, taking legal action where necessary to recover bad debts.
- Invoice for nursery fees on a half termly basis.





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- Maximise income generation within the ethos of the school by investigation sources of funding and acting as point of contact for grant applications.

2. Human Resources

- Advise the headteacher and governors on salaries, contracts, expenses, sickness, maternity and paternity matters by liaising with the central MAC team and the HR provider.
- To have line management responsibility for the admin and clerical staff and Care Club leader, including organising their inductions and training.
- To oversee the administration of payroll and HR documentation.
- Recording of accidents and near misses, informing the relevant MAC officer as required.
- Produce and share the weekly cover schedule for teacher absence and absences, booking supply cover where appropriate and under the direction of the head teacher.
- To act as personnel officer within the LMS arrangements, including the administration and recording of recruitment and induction processes and maintaining staff files.
- Ensure that pay information for staff is added and updated on SIMS
- Ensure that new staff have DBS clearance and ensure that contracts of employment are issued.
- To administrate overtime sheets and deduction of wages.

3. Premises

- To support the headteacher and the SSO with the maintenance, development and security of the school site and buildings, including the preparation of maintenance schedules, health and safety walkthroughs, and the purchase, repair and maintenance of equipment and fittings.
- Oversee school lettings to external organisation.
- Monitor school-specific contracts for services to the school, including SLAs, negotiating contracts to ensure best value. Act as the school's point of contact for MAC-wide SLAs.

4. Health and Safety

- Assist the headteacher with the school's health and safety and fire safety coordination.
- In cooperation with the Health and Safety consultant, ensure that the SSO fulfils their responsibilities regarding the installation and maintenance of equipment for protection against and escape from fire.
- Support the health and safety consultant in completing risk assessments and reviewing them on an annual basis. Be responsible for ensuring that actions are implemented.
- Work with the headteacher to ensure emergency procedures are current and timely.

5. Whole-School Administration

- Manage the administrative function including reception, reprographics, telephones, and record keeping.
- Monitor good practice and standards of the administration team.





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- Ensure that pupil records are maintained and that statutory returns are completed in a timely manner.
- Oversee the updates to the school website and social media pages by the office team.
- Provide a full administrative service in respect of school visits – costings, insurance cover arrangements and use of EVOLVE.
- Act as the school's point of contact in relation to GDPR, liaising with the Data Protection Officer (DPO) as required.

6. Any other duties and responsibilities within the range of the salary grade as directed by the Headteacher.

Duties which include processing of any personal data, must be undertaken within the General Data Protection Regulations.

Responsible to: Headteacher

Agreed by: Date

Headteacher: Date

