



Stockingford
Academy



Inspire Education Trust
Together we achieve, individually we grow

Job Description

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| Job Title: | Office Manager |
| Employment Status: | Permanent |
| Working hours: | 37 per week |
| Working weeks: | All-year-round |
| Responsible to: | Headteacher Trust Senior Office Manager |
| Leadership of: | Stockingford Admin Team |

Core Purpose

Reporting directly to the Headteacher and Trust Senior Office Manager, providing an efficient and effective administration service to the school and Headteacher. To manage the day to day running of the school office and its administration team, prioritising workloads, offering support and encouragements to ensure deadline and high standards of work are achieved. Responsible for the continual development of the administration team.

Main Duties and Responsibilities

- Assist the Headteacher with daily administration duties and complete a broad variety of administration tasks that include managing an active calendar of appointments, composing and preparing correspondence.
- To lead and manage the administration team, overseeing workloads and prioritising work to meet the needs of the school
- To act as first line of contact for the Headteacher, using discretion and tact to ensure telephone callers and visitors receive a professional response.
- To show absolute confidentiality and discretion at all times
- To generate an environment of efficiency and provide a warm welcome at all times
- To forward think and plan in advance in support of the Headteacher's workload

Human Resources

- Ensure any changes to role, grade or pay follow the agreed approval processes and are processed in line with the agreed procedure
- Ensure HR files are created and maintained and to support the Headteacher with resource planning
- To assist with the recruitment process ensuring that policy and procedures are adhered to, issuing offer letters and other written documentation appropriate to the post and grade of the position being offered
- Maintain and manage the academy Single Central Records in line with Trust guidance
- Oversee compliance with Safer Recruitment requirements using templates and resources provided by central HR
- Support induction programmes for all staff
- Monitor probationary periods for support staff and ensure that probationary reviews are carried out at the correct time liaising with HR colleagues
- Support the Headteacher with reports for the Governing Body and provide accurate and timely management information as and when required
- Provide statistical data for performance indicators in relation to absence data, retention data, recruitment data to minimise detrimental impact on students and outcomes, improve value for money, staff retention and staff wellbeing
- Manage statutory returns such as the Workforce Census working alongside the Trust Senior Office Manager
- Oversee data recording of the SIMS staff records
- Always ensure compliance with the Data Protection Act

Absence Management

- Monitor all absences and liaise with the Headteacher in arranging return to work interviews
- Maintain absence records for internal and payroll purposes
- Generate absence reports as required

Finance

- To oversee the financial procedures of the school in accordance with the Academy trust handbook and the financial processes and procedures of the Trust
- To ensure that orders are placed promptly and accurately via approval max
- To act as the first authoriser on the electronic workflow confirming that goods /services have been received.
- Oversee the school's inventory to ensure it is maintained in accordance with Audit requirements
- To ensure that accurate data relating to debtors are passed to the central finance team to allow them to raise invoices on behalf of the school.
- To liaise with the central finance team to ensure that all details relating to school strips are passed to them on a timely basis
- Oversee the school meal procedures including the collection and reconciliation of payments is undertaken in accordance with the Trust's procedures
- Ensure that the day-to-day arrangements relating to school services, building, cleaning, catering, grounds maintenance and site maintenance and repair are maintained liaising with the SSO on a daily basis

- Oversee all aspects of school lettings including implementation and administration, providing recommendations for the annual review of charges and policy

Administration

- Over the administration functions ensuring that word processing, duplicating and collating of documents and production of information including school newsletters and correspondence are carried out efficiently and in a timely manner
- Maintain the administrative side of the school website, ensuring regular updates are completed and list of governors is current and up to date
- Ensure procedures are undertaken in relation to authorisation for school medicals and ensure that staff are aware of procedures for contacting parents in the event of illness or accident of a child
- Ensure that office equipment and computerised systems are in good order liaising with the relevant personnel regarding repair and replacement
- Ensure that clerical processes related to pupil attendance and absence are undertaken and records maintained accurately on the SIMS attendance module. Ensure the completion of all returned are made
- Oversee the maintenance of information contained in the school prospectus liaising with the Headteacher to ensure it is current and accurate
- Oversee the cover arrangements for absent staff liaising with the Headteacher or other responsible member of staff
- Oversee the maintenance of the health and safety records in order that they are available for inspection.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Take on the responsibility for providing a safe environment and promoting children's welfare
- Undertake regular safeguarding and child protection training
- Familiarise themselves with [Keeping Children Safe in Education part 1](#) (KCSIE) and local policies and procedures as directed by the trust/academy

Person Specification

| Training and Qualifications | Essential (E) Desirable (D) |
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| Holds or working towards a Business/Administration qualification at level 4/5 or above | D |
| Excellent numeracy and literacy skills grade C or above at GCSE as a minimum | E |
| Evidence of commitment to further personal and professional development | E |
| Knowledge/Evidence and Understanding | E/D |
| A clear understanding of the role of Office Manager / PA to the Headteacher within an Education setting | E |
| A proven experience of working with HR/ financial/administration procedures | D |
| A working knowledge of financial systems such as Xero and other MIS Systems | E |
| A proven working knowledge and understanding of HR procedures and protocols | D |
| Evidence of diary management and arranging meetings and coordinating events | E |
| Evidence of dealing/monitoring complex and confidential information pertaining to grievances, discipline and formal monitoring of staff performance | D |
| Evidence of finance, business or administrative management experience to support the day-to-day operation of an establishment/company | E |
| Evidence of leading monitoring and developing financial/administration functions and procedures to bring about improvements in working practices | E |
| Evidence of managing people and/or small teams and handling difficult and complex situations | E |
| Evidence of working with a variety of IT applications, administration procedures and systems | E |
| To lead on performance management for administration staff, setting targets, holding review meetings to monitor performance and putting CPD in place | E |
| Experience | E/D |
| A clear wish to work in an educational setting and contribute towards its ethos | E |
| Experience of working in a team environment | E |
| Experience of managing staff/team | E |
| Experience in finance and administration including in the development, management and operation of management systems and procedures | E |

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| Evidence of working within an HR environment dealing with basic HR administration | D |
| Proven experience in coaching and supporting senior managers in interpreting complex information | E |
| Experience of managing a varied and busy workload within constrained timescales | E |
| Skills and Abilities | E/D |
| Energy and enthusiasm for the post | E |
| Excellent and written verbal communication skills | E |
| Ability to plan and prioritise own workload and that of others to meet conflicting deadlines | E |
| Ability to analyse and interpret information and solve problems | E |
| Excellent ICT skills in MS Office, internet, email and financial management package (Xero) and related packages | E |
| Ability to work independently and act on own initiative | E |
| Ability to cope well with pressure and keep calm in stressful situations | E |
| Ability to maintain absolute confidentiality and integrity | E |
| Ability to build and form good relationships with students, colleagues and other professionals | E |
| Ability to lead, develop and motivate a team of staff, delegating duties as required | E |
| Ability to work constructively as part of a team, understanding academy roles and responsibilities including your own | E |
| CORE COMPETENCIES | E/D |
| Clear understanding and commitment to safeguard and protect children | E |
| Conscientiously adheres to school / trust policies and procedures and works ethically | E |
| SPECIAL REQUIRMENTS | E/D |
| An enhanced DBS check will be required | E |
| Understanding and commitment to equal opportunities | E |