

St Augustine's 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 the Senior Office Lead at St Augustine's 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:

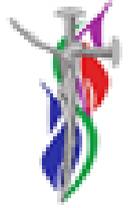
1. Finance

- To be responsible for overseeing 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 prepare invoices and arrange the collection of fees, taking action when necessary to recover bad debts.
- To assist and collaborate with the MAC in month end and year end reconciliation work.
- Support budget holders within school on issues relating to the management of their budgets.
- To provide information and regular reports to the headteacher and leaders.

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.





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- To have line management responsibility for the admin and clerical staff, including organising their inductions and training.
- To have line management responsibility for lunchtime supervisors.
- To have line management responsibility for school cleaners.
- To oversee the administration of payroll and HR documentation.
- To co-ordinate the recruitment process on behalf of the Headteacher.
- Recording of accidents and near misses, informing the relevant MAC officer as required.

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.
- To be responsible for liaison and co-ordination with catering.

4. Health and Safety

- Assist the Deputy 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.
- Responsible for the day to day operation of safeguarding processes for internal and external visitors along with the admin team.

5. Whole-School Administration

- Manage the administrative function including reception, reprographics, telephones, and record keeping.
- Attend meetings, document actions and circulate minutes & action points.
- Monitor good practice and standards of the administration team.
- Ensure that pupil records are maintained and that statutory returns are completed in a timely manner.





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- 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

