

**LINGFIELD EDUCATION TRUST
NORTHWOOD PRIMARY SCHOOL**

JOB DESCRIPTION

POST TITLE:

OFFICE MANAGER

GRADE:

GRADE M (SCP 25 to 29)

**REPORTING
RELATIONSHIP:**

To the Director of Operations/Head Teacher

JOB PURPOSE:

To provide effective administration and support services to school including the management of information systems and the supervision and co-ordination of other support staff. To support School Senior Staff and the Local Governing Body/Board of Directors including contributing to the financial planning and development of school support services.

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities.

1. To design and manage appropriate administrative systems and to support the work of the Senior Staff as required.
2. To analyse and evaluate data / information on behalf of Senior Staff, i.e. pupil data.
3. To complete and submit information obtained from School Management information systems as required by Local Authority and DfE.
4. To assist Senior Staff to plan, develop and design administration monitoring systems, policies and procedures to ensure the efficiency and accuracy of pupil data.
5. To receive enquiries made to School and determine the appropriate priority of response including answering queries by telephone and face to face, and ensure that they are dealt with effectively and efficiently.
6. To prepare on behalf of Senior Staff original letters in response to queries and requests for information.

7. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff.
8. In the absence of Head Teacher, liaise with appropriate senior staff with respect of urgent business.
9. To maintain an appropriate diary /electronic schedule for the Head Teacher / Senior Staff as required including arranging venues, meetings and cancelling appointments as required, to ensure time is effectively managed.
10. To provide administrative support duties to Senior Staff and Local Governing Body as required (including organising school visits and events).
11. To provide advice and guidance to the Local Governing Body and Senior Staff in relation to renewal and updating of school policies and procedures. Liaise with Trust staff in relation to Trust policies and procedures.
12. To undertake research and obtain information on behalf of Senior Staff to assist with decision-making process.
13. To assist Senior Staff with the promotion of the School, and take a leading role where necessary and appropriate.
14. To co-ordinate and administer the letting of school facilities.
15. To co-ordinate the management of school licences and insurance as required.
16. To assist with the management of Service Contracts on behalf of Senior Staff.
17. To assist Senior Staff to manage, monitor and plan expenditure from agreed budgets.
18. To authorise orders and invoices prior to processing in line with audit requirements on behalf of Senior School Staff.
19. To check the weekly payment run to ensure the invoices have been processed correctly and checking the bank balance to ensure there are sufficient funds available to meet payment.
20. To collate the evidence for the bank reconciliation on a monthly basis prior to processing.
21. To check the monthly payroll checking report for accuracy and confirm with the payroll provider.
22. To facilitate external auditors visiting the school to to carry out termly financial internal audits as required.
23. To be responsible for the transactional HR within the school, keep the SCR updated and provide data to the Head Teacher/LGB/Trust

24. To liaise and support the Parent Support Advisor regarding pupil attendance levels.
25. To assist with pupil first aid / welfare, including looking after unwell pupils and liaising with parents / staff etc.
26. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
27. To supervise and line manage the admin, facilities and catering teams within school including the management of their training, development and performance in line with School's Performance Development Review Procedures.
28. Monitoring work rotas / cover for all school staff within post holders remit to ensure an efficient service is available, and when and where necessary arrange replacement of permanent employees and hire temporary assistance to cover periods of absence or unavailability (annual leave, sickness, etc).
29. Manage the school's website to ensure compliance.
30. Liaise with IT providers to ensure all outstanding tasks are completed in line with the SLA
31. To co-ordinate health and safety audits and checks throughout the school's internal and external buildings on behalf of Senior Staff.
32. To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
33. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
34. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL/TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **DBS CHECK** BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

Lingfield Education Trust and schools within the Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**LINGFIELD EDUCATION TRUST
NORTHWOOD PRIMARY SCHOOL
PERSON SPECIFICATION – OFFICE MANAGER, GRADE M**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ level 3 / 4 in Administration, Business or equivalent	AF,C			
Experience & Knowledge	E2	At least 3 years previous Administrative Experience	AF,R,I	D1	Awareness of child protection issues	AF,R,I
	E3	Experience of establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets	AF,R,I	D2	Knowledge and / or experience of First Aid	AF,R,I
	E4	Experience of giving advice and guidance on policies / procedures to Senior Officers	AF,R,I	D3	Experience of Agora, SIMS, Orovia, Agresso, Bluewave and any other information systems implemented in school	AF,R,I
	E5	Experience of managing budgets, invoice and ordering procedures	AF,R,I	D4	Previous supervisory experience	AF,R,I
	E6	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I			
	E7	Previous Supervisory responsibility	AF,R,I			

		including the monitoring or performance and development of staff			
Skills	E8	Ability to relate well to children and adults	AF,R,I		
	E9	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	AF,R,I		
	E10	Ability to train and motivate a team	AF,R,I		
	E11	Ability to work successfully as part of a team and prioritise own work with minimum supervision	AF,R,I		
	E12	Ability to communicate both orally and in writing to a wide range of audiences	AF,R,I		
	E13	Ability to work under pressure to tight deadlines on a number of different projects	AF,R,I		
	E14	Highly adaptable ICT skills	AF,R,I		
	E15	Proven ability to undertake effective research	AF,R,I		
Personal Attributes	E16	Participate in development and training opportunities	AF,R,I		

	E17	Ability to abide by School/Trust policies and procedures	AF,R,I			
Special Requirements	E18	Motivation to work with children	AF,I,R,D			
	E19	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D			
	E20	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references