**Job Title:** School Office Manager Band E (SCP 26-31)

<table>
<thead>
<tr>
<th>Postholder:</th>
<th>Grade:</th>
<th>TPS</th>
</tr>
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<tbody>
<tr>
<td>Responsible to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academy Directors/Committee members</td>
<td></td>
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<tr>
<td>Headteacher</td>
<td></td>
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<tr>
<td>Associate Headteacher</td>
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<tr>
<td>Academy Business Manager</td>
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<table>
<thead>
<tr>
<th>Contacts:</th>
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<tbody>
<tr>
<td>All staff</td>
</tr>
<tr>
<td>Pupils</td>
</tr>
<tr>
<td>Parents</td>
</tr>
<tr>
<td>Academy Directors/Committee/Clerk</td>
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<tr>
<td>Academy Business Director</td>
</tr>
<tr>
<td>School Finance Officer</td>
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<tr>
<td>Academy HR staff</td>
</tr>
<tr>
<td>Teaching School Administrator</td>
</tr>
<tr>
<td>People who work with or are contracted by the school and academy including the Diocese and Council</td>
</tr>
<tr>
<td>People who use/rent the premises</td>
</tr>
<tr>
<td>General Public</td>
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<table>
<thead>
<tr>
<th>Service:</th>
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<tbody>
<tr>
<td>St. Catherine of Siena Multi-Academy</td>
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<table>
<thead>
<tr>
<th>Location:</th>
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<tbody>
<tr>
<td>Our Lady &amp; St Hubert’s Catholic Primary School</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Persons responsible for:</th>
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<tbody>
<tr>
<td>Site Manager</td>
</tr>
<tr>
<td>2 additional Office Staff</td>
</tr>
<tr>
<td>Lunchtime supervisors including Principal Supervisor</td>
</tr>
<tr>
<td>Staff providing out of hours care</td>
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<tr>
<th>Special conditions:</th>
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<tbody>
<tr>
<td>Term time plus 15 days (to be agreed annually with headteacher, but will normally include training days, part of Easter holiday, start and end of summer holiday)</td>
</tr>
<tr>
<td>Attendance at occasional evening meetings when required</td>
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<tr>
<td>Holidays must not be taken in school term time</td>
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</table>

**Working hours:** 37 hours weekly, 8.30-12.45, 1.15-4.30 daily (4 p.m. Fridays)

This job description is a guide to the work you will initially be required to undertake and may be reviewed from time to time to meet changing circumstances.

**Job Summary:**

As the first face of the school and a line manager of key staff, to ensure the Catholic ethos of the school is continuously modelled and presented to all who work in or have contact with the school and its staff.

To provide outstanding administrative support for the School, Academy and Teaching School including through leading and managing, training, deploying and delegating tasks to the School Office Team in a professional and effective manner.

To coordinate and control under supervision of Head Teachers and in conjunction with the Academy Finance and Business Managers, the financial administration and monitoring of the school’s budget in order to meet audit requirements, secure best value and maximize financial efficiency.

To liaise closely with the managers of our care facilities including Toddler Group and with staff running clubs to ensure legal staffing requirements and resource needs are met and that financial efficiency is achieved.

To be responsible for obtaining and managing lettings.

To support the efficient operation of the Teaching School through effective delegation of staff to provide hospitality and administrative support and through support with financial processing, administrative and publicity matters.

To liaise with HR, the Academy Business Manager, Finance Officer, IT technician, Health and Safety staff and others contracted by the school to support the efficient running of the school.

To manage and maintain the school's Single Central Record, Safeguarding and Safer Recruitment procedures and DBS clearances.

To support the school’s legal and marketing requirements including the maintenance of the school's website and information.

To support with the transition of the school to its new site and building and help lead on the administrative side of the expansion of the school.

To collate data and produce reports for external stakeholders including the Academy Directors and National College.
**Additional Duties and responsibilities:**

**Support to Senior Leadership Team**
- Provide appropriate expertise in relation to finance, personnel and facilities management.
- To report and supply to the SLT and Governing Body when appropriate.
- To attend meetings when required, particularly regarding the transition to the new school and the school's expansion
- Maintain and support with the updating of the School Emergency Plan
- Liaise with the SENCo to ensure the SEN module on SIMS is updated and provide administrative support as required

**Finance**
- To lead on the implementation of school financial procedures, maintaining and updating evidence and records manually and electronically to ensure that financial regulations and standing orders are adhered to including meeting the requirements of audit and Financial Value Standard in Schools in cooperation with the Academy Business Officer and the School Finance Officer
- Ensure school office staff are trained and deployed to assist in these financial responsibilities within the limits of responsibility and access rights laid down to ensure safe financial practice
- Monitor the use of financial resources by the school
- Maintain budgetary records
- The generation of orders, receiving goods, checking and processing invoices for payment (using SIMS/FMS systems, where appropriate).
- Raising cheques and supporting the BACS process within the audit access rights for FMS
- Control and collection, banking and disbursement of all official monies within the school, ensuring that they are accounted for in accordance with financial regulations.
- Provide financial information as required by the Head Teacher and all staff responsible for the management of resources.
- Receipt of payslips from courier and distribution as required
- Working collaboratively with the Academy Business manager to establish and monitor Service Level Agreements between the school and external providers, liaising with contracted suppliers as required
- Managing the appropriate training for administration staff on the FMS modules
- Managing the follow up any outstanding orders, invoices and outstanding payments including querying discrepancies
- Administering the finances of school activities not financed from public funds and maintain appropriate accounts and to ensure they are audited on an annual basis.
- To manage and liaise with staff regarding extended school provision including clubs, the care facility, Toddler Group and the provision of breaktime snacks to ensure financial procedures are adequate, money collected and banked and records are kept, liaising with the staff as required and monitoring budgets in conjunction with the Business and Finance Officers to ensure they are financially efficient
- Management of the Petty Cash budget including maintaining petty cash disbursement and records
- Securing and managing lockers
- Liaising with cash collection agencies and couriers to ensure the safe collection and banking of finances
- To manage the use of the school safe
- To monitor and advise on procedures to safeguard the school from the risk of financial fraud and ensure staff working in finance are aware of and use the school's Whistleblowing Policy if required
- To process insurance documentation and claims to provide the school with adequate protection
- Providing financial administration support regarding the Teaching School including liaising with administrative support, processing orders, invoices and maintaining budgetary records
**Human resources**

- To carry out responsibilities in line with the Academy’s Equal Opportunity Policy
- To carry out Line Management responsibility including Appraisal for identified staff including Site Manager and Office Staff
- Liaise and line manage the Principal Dinner Supervisor in the efficient organisation of dinner times.
- Manage and liaise with Site Manager regarding the care and maintenance of all school buildings, equipment and grounds to the standards required by the Academy and inventory.
- To oversee the Managers and staffing of extended provision including clubs, care facilities and Toddler Group to ensure effective communication with parents and adequate staffing and provide financial and administrative support to assist their efficient operation
- Assistance with the advertising, recruitment, selection and interviews for staff in accordance with Safer recruitment procedures
- To manage and maintain personnel policies as they apply with the school/academy, including:
  - Manage the recording, reporting and monitoring of staff attendance including returns;
  - The scrutiny and processing of employees’ claim forms, supply cover, overtime
  - Liaison with HR on issues related to employment, payment and conditions of service
  - Administer and track the distribution of policies to staff
- To identify appropriate professional development needs for office staff and the Site Manager and explore cost effective ways in which they may be fulfilled.
- Maintain staff personal and CPD records including the use of the SIMS personnel module
- To support staff well-being through reporting concerns to the SLT and ensuring there are the facilities and resources for staff tea/coffee etc. in line with the staff benefits package
- To build and support team work and positive working relationships, particularly in the school office and for site and cleaning staff, having regard for the Catholic ethos of the school, clear and realistic expectations and promoting high professional standards and accountability.
- Ensure compliance with data protection requirements
- To train and manage our fantastic pupil office buddies to help with office duties at lunchtime

**Safeguarding**

- Maintain the Single Central Record and Safeguarding training records
- Manage the DBS clearances for staff, directors, visitors, students and volunteers
- Adhere to safeguarding children procedures and Academy, DfE, Council and Diocesan policies
- To be sympathetic and support the emotional health and well being of staff, pupils and parents in accordance with school ethos policy.
- To maintain confidentiality, observe data protection and associated guide-lines as appropriate.
- To work collaboratively with the Diocese, LA and external agencies to promote safeguarding

**Admissions and Appeals**

Overseeing the coordinated admissions process by:

- Communicating with the Diocese and Local Authority regarding the Admissions and Appeals process
- Ensuring statutory information is published on the school website
- Maintaining a live database of applicants and enquiries regarding the school and nursery
- Distribution of communications to parents
- Liaising with the EYFS coordinator and parents re. home visits and supporting new joiners
- Providing occupancy information for budgetary purposes.
- Providing tracking data to the local authority
- Maintaining a waiting list and ensuring vacancies are filled promptly
- Using webxchange and S2S regarding admissions and transfers
- Organising appeals and recruiting an appeals panel
- Publicising and supporting open days and sharing information with parents
- Providing support to the Academy Committee through supporting the categorisation of applicants
- Organizing and attending induction and transition evenings
Teaching School

• To liaise with the Teaching School Leader to ensure the efficient running of the Teaching School and the achievement of the Teaching School Action plan in accordance with its aims and objectives and funding agreement
• To liaise with the Teaching School Administrative Support to ensure effective communication and efficient running of development activities/training including the coordination and provision of hospitality and accommodation for teaching school events
• To collate reports as required
• To provide financial support through the placing and processing of orders and invoices
• To liaise with people making enquiries regarding teaching school activities including the School Direct programme
• To assist with the reproduction and collation of resources required for Teaching School activities
• To provide additional administrative support if required

Expansion of the School

• To work with the transition team to plan for the school’s move to its new site from August 2016, helping ensure the provision of services is adequate at all times to enable the school to carry out its business
• To communicate with external stakeholders and to respond to enquiries with key information regarding the school move

General Operational Activities

To direct, manage, train and monitor the school office staff to provide a full administrative service to the Headteachers, school staff, people who work with the school and members of the school and parish community to effectively meet school needs. This will include;
• Upholding and modelling the Catholic ethos of the school, particularly as the first face of the school, and ensuring this is followed by all office and site staff line managed by you
• Preparation of reports/letters/minutes including of a confidential nature.
• Preparation of meeting papers and advice re procedures/responsibilities where requested
• Liaise on Head Teachers’ behalf with outside agencies.
• Typing, clerical duties, filing and duplication.
• Telephone, reception and post duties.
• Dealing with registers and information relating to school meals and attendance.
• Administration tasks associated with extended schools, for example lists of pupils, checking of registers/attendees,
• Collections of monies, staff cover, sharing health and safety, safeguarding and medical documentation
• Ensure effective communication including the taking and circulation of briefing notes and memos
• Collation of records and surveys
• Support with weekly scheduling and diary upkeep
• Maintenance and updating of the school website and portal to meet information and legal requirements
• Management of the school’s social media and web presence to ensure statutory information and information of interest is shared, promoting the school’s activities, maintaining its reputation and meeting the needs of external stakeholders
• Management of the IT systems and liaising with the IT technician to ensure their smooth operation
• Support the SMT in managing appropriate fire safety precautions; ensure fire registers are made available during an evacuation.
• Managing front of house presentation and communication, ensuring the school reception is tidy and that all published information is live
• Greet visitors; manage the reception hatch and site access intercoms.
• Collate statistical and budgetary information and complete statutory and Council, Diocese or EFA returns.
• Support with the organization and administration of visits and residential events
• Liaise with the parish priest and parish community to maintain strong school-parish links and working
• Communication and liaison with the school catering service regarding meals
Other duties & responsibilities

1. It is the responsibility of all employees to adhere to the Staff Code of Conduct and model and uphold the Catholic ethos of the school.

2. It is the responsibility of each employee to carry out their duties in line with Academy, Diocesan and Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies, the Equality Act 2010 and obligations under the Race Relations (Amendment) Act 2000.

3. To participate in the operation of the Academy’s Personal Performance Development Scheme.

4. To work as a staff team to maintain high standards of upkeep and safety of staff and common areas including as part of duty rotas.

5. The post holder must at all times carry out his/her responsibilities with due regard to the School, Academy and Council’s policies, organisation and arrangements for Health and Safety at Work.

6. Such other duties as may be appropriate to achieve the objectives of the post to assist the service area in the fulfillment of its objectives commensurate with the post holder’s salary grade, abilities and aptitudes.

7. All staff within the school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.