

Job Description & Person Specification

Job Title:	Office Manager
Service / Provision:	Churchward School
Job Family:	Support Staff
Line Manager:	Headteacher (HT) or any delegated person
Salary Grade:	C Grade 1 - 5
Annex:	Please ensure you refer to Annex 1 with this job description

Under the guidance of the Headteacher, be responsible for undertaking administrative, financial, organisational processes within the provision. To lead on the delivery of compliance within the provision across all sites. Line manage and performance manage for the administration team.

Key accountabilities, duties and responsibilities

- Lead on and ensure the administrative team provide a comprehensive administrative support service to the HT, SLT, the wider provision team and ensure all provision offices operate efficiently & effectively.
- Complete all admin team appraisals including setting targets & reviewing performance.
- Complete and submit complex forms, returns etc., including those to outside agencies
- Act as the main point of contact between Central Services and all employees at the provision, including undertaking any related administrative functions, processes and procedures
- Oversee production of all purchase orders (POs)
- Oversee the monitoring of curriculum budgets, ensuring accurate information is available to all budget holders
- Ensure accurate records are kept for all spending including orders, petty cash and charge cards.
- Oversee the “front of house” team for the provision to ensure that visitors are welcomed appropriately in line with the provision’s safeguarding procedures
- Comply with MAT-wide and EP local policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person, liaising with Central Services Health & Safety contact as necessary
- Be aware of and take part in the provision’s appraisal framework and participate in training and development activities as required
- Work with the HT/SLT and ensure management of 3rd party suppliers support per contract e.g. Cleaning & Building Management, in support with Central Operations colleagues.
- Attend and contribute to service review meetings and ensure jobs conducted by contractors are logged, completed and closed as required; with administration recorded effectively and accurately
- Oversight of the SCR
- Administration of all provision sites Risk Assessments
- Administration of Health & Safety within the provision sites, including completing all medical/first aid checks of equipment
- Be responsible for all compliance notice boards around the provision ensuring all information is current and in date
- To ensure best practice within the provisions in relation to GDPR compliance
- Contribute to the Health & Safety agenda and culture

- Act upon Health & Safety audit actions
- Oversee the policy administration process within and specific to the provision sites

Additional Responsibilities

- Liaise with Central Services Health & Safety Officer with regards to all pertinent matters within the provision
- To be a named Level 3 First Aider

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills to GCSE grade A – C / Level 2+ or equivalent 	<ul style="list-style-type: none"> • Qualification in ICT or business administration • Ability to identify own training and development needs and participate in on-going training
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of leading a team • Experience of invoicing and accounting systems • Experience of financial management and procurement • Previous senior reception/administration experience • Experience of motivating others • Ability to effectively use ICT for a variety of purposes including Microsoft package, Teams, Outlook 	<ul style="list-style-type: none"> • Experience of managing and leading employee appraisals • Experience of managing delegated budgets • Have experience and understanding of practice and principles for Safeguarding children and young people (CYP) or vulnerable adults within an educational setting
Skills & Abilities	<ul style="list-style-type: none"> • Effective time management • Organised and efficient with excellent data accuracy • Able to take responsibility and use own initiative • Flexible and adaptable • Excellent professional written and verbal communication skills • Understand and respect confidentiality with regard to students and employees • Access to own vehicle, flexible to work across provision sites as required 	