



The Warriner Multi Academy Trust



Level 2 Office Administrator

Bishop Carpenter Primary School

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Job Information	
Reporting to	Headteacher
Grade	Grade 6
Salary	£26,824 - £29,064 Pro Rata
Hours /Weeks	12.5hrs per week Thursday & Friday 8.30am-3.15pm (to include a 30minute unpaid lunchbreak) Term Time Only plus one week (2 inset days)

General information:

Main purposes of the job

The school office manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative, financial and organisational processes within the school, maintaining confidentiality at all times. They liaise and support the Trust's central services team to deliver efficient support services.

Main duties and responsibilities

Main responsibilities and tasks

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the school and Pre-school. You are also required to be flexible and adaptable with respect to your role.

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies through liaison with the Trust's central services teams.
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school

Leadership

- Develop an office team that delivers and meets the needs of the school
- Line manage any administrative staff recruited (if or when required), including reviewing staff performance and carrying out appraisals
- Train and develop administrative staff as appropriate
- Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
- Take all decisions in line with the vision and values of the school, and encourage others to do the same

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide personal, administrative and organisational support to other staff and the governing board
- Oversee and organise the management of admissions procedures in line with trust criteria, maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary

- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Organise and distribute incoming and outgoing post
- Manage the induction process for new pupils
- Book training courses for staff
- Coordinate universal infant free school meals, free school meals, and paid meals by communicating with the school meal provider, liaising with parents, and identifying solutions as and when issues arise
- Lunchtime supervision

Resource management

- Order, monitor and manage stock, ensuring best value following the Trust's purchasing processes
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Assist with procurement and securing sponsorship/funding
- Assist with marketing and promoting the school
- Manage financial administration procedures and maintain appropriate records to satisfy audits
- Assist with the planning, monitoring and evaluation of the budget
- Manage office expenditure with an agreed budget
- Manage service contracts
- Manage school licences and insurances
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Compliance

- Keep records in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times

- Support the Trust's data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Support the Trust's Governance team to ensure that policies and website are up to date and compliant and that staff know how to access the Trust and School policies through the Every system

Financial Management

- Process orders (Enter Purchase Orders and Goods Received Notes into PSF.), ensuring they are within budget and have the appropriate levels of authorisation
- Liaising with suppliers to obtain information relating to prices, orders, payments and deliveries
- Code authorised invoices and email to the Trust's Finance Team for processing
- Undertake banking as required, and carry out any other specified banking, cash, and petty cash procedures
- Undertake monthly bank, credit card and parent payment system reconciliation
- Raise sales Invoices and chase any outstanding payments
- Keeping up to date records of pupil premium expenditure
- Identify and manage additional sources of income, including lettings and other activities
- Support annual internal and external audit processes
- Check creditor statements and investigate discrepancies
- Manage early years funding claims and ensure all incoming finance correctly matches headcounts submitted

HR Management

- Support the Head teacher in arranging supply cover as necessary.
- Ensure staff training is kept up to date
- Maintain the Single Central Record to ensure it is compliant with statutory guidance at all times
- Support the leadership team in the recruitment process, ensuring all Trust (recruitment chart) and safer recruitment procedures are adhered to
- Follow the Trust's HR department guidance on all HR issues
- Responsible for liaising with HR/payroll services in regards to monthly processes and contract changes etc.
- Maintain staff timesheets – claims/overtime/supply/expenses and input into Access People following the Payroll schedule deadlines

- (Where they are held in your school;) Maintain staff personnel files, both electronic and paper based, ensuring they are held securely and meet safeguarding and GDPR guidelines
- Keep accurate and appropriate records of HR-related issues including grievance, absence management and disciplinary practice
- Produce and submit the annual School Workforce Census.
- Record staff absence data daily on Access Payroll system and the school's Management Information Software.
- Send monthly absence report to Trust HR
- Help staff with their initial payroll queries and signpost the Trust's HR department for further guidance.

Health and Safety

- Support the Head in their role as Health and Safety Co-ordinator
- Follow the guidance of the Trust's Health and Safety Manager to ensure that H&S processes and statutory requirements are met

The school office manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order to identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).