



The Warriner Multi Academy Trust

Grendon Underwood - Office Manager

Job Description

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 & Salary	R4 or R5 dependent on experience R4 Points 21-25 £31,424-£33,735 Pro Rata R5 Points 26-30 £34,319-£36,975 Pro Rata
Hours /Weeks	20hrs per week Term Time Only plus 3 additional weeks Monday 8.30am-3.30pm, Wednesday 8.30am-4pm and Thursday 8.30am-3.30pm (to include a 30 minute unpaid lunchbreak)

General information:

The school manager is responsible for overseeing the daily administration of the school including liaising with staff and parents. They will step up to make leadership decisions in the Head Teachers absence 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

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



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- 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

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



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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
- 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



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- 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

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 – overtime/absences
- (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 the school's Management Information Software and send on a daily basis absence data to Trust HR
- Complete and send monthly absence claim template to Trust HR by monthly deadline
- Check ,code, ensuring correctly signed and authorized, claim forms, supply cover claim forms and expense forms and scan to Trust HR in line with monthly payroll deadline
- Help staff with their initial payroll queries and signpost the Trust's HR department for further guidance.



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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.

Signatures – line manager and job holder

Signature of Manager:

Date:

/ /

Signature of post holder:

Date:

/ /

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).



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Person specification

CRITERIA	QUALITIES
Qualifications and training	➤ NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) is desirable but not essential ➤ GCSE Maths and English ➤ First Aid
Experience	➤ Working in an office environment at senior level ➤ Organising, leading and motivating other staff ➤ Developing, managing and operating clerical/administrative/financial and organisational systems ➤ Managing staff ➤ Working with children or young people ➤ Managing school finances and budgets ➤ Analysing and evaluating data ➤ Assist Trust HR Team



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Skills and knowledge	➤ Good knowledge of financial regulations ➤ Excellent attention to detail ➤ Excellent literacy and numeracy skills ➤ Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems ➤ Ability to use relevant office equipment effectively ➤ Ability to plan, organise and prioritise ➤ Understanding of data protection and confidentiality ➤ Understanding of safeguarding
Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively

Notes:

This job description may be amended at any time in consultation with the postholder.