**Job Description**

Job Title: Office Manager

Working arrangements: 37.45 hrs per week / 40 weeks per year

Location: Halifax Primary School

**Grade / Scale point:** Grade 4 Points 9 - 11

Responsible to: Headteacher

**JOB PURPOSE**

To work with the School’s Leadership Team and the Trust’s shared services team to administer and maintain administrative systems which will support and enable the school to deliver and sustain educational excellence.

**KEY TASKS AND RESPONSIBILITIES**

**1. School Office Management**

* Line manage Administrative staff in the Schools Office including:
* Regular review / update of job descriptions
* Participation in recruitment / selection processes
* Induction training for new staff
* Performance Management of office staff, including identification of training needs
* Day-to-day supervision and mentoring
* Ensure sufficient cover in the event of Admin staff absence;
* Plan work schedules and ensure that office staff are aware of impending work projects and priorities;
* Delegate work to office staff as and when necessary;
* Liaise with the Headteacher and central Finance and HR teams relating to work to be undertaken by the office.

**2. HR Administration**

* Assist with the recruitment and selection of staff as required;
* Work with and support the shared services HR team to carry out HR administrative tasks including:
* Recruitment and selection administration;
* Pre-employment checks;
* Maintenance of both school’s Single Central Records (SCR)
* Staff contract administration
* Staff absence management and recording, back to work interviews and cover arrangements (e.g. booking supply)
* Maintenance of staff HR records, including Performance Management and training records

**3. PA to the Head teacher**

* Act as Personal Assistant to the Headteacher ensuring that the Headteacher is kept informed of all current issues within the school;
* Be responsible for assisting the Headteacher with all diary arrangements;
* Act as point of contact for arrangement of meetings between Headteacher, Trust, Local Authority and external agencies;
* Support Headteacher with additional responsibilities within the Trust;
* Arrange collation of all relevant documentation to support Headteacher meetings;
* Ensure arrangements are in place for all Headteacher off site activity, i.e. Specific requirements advised for courses, booking of accommodation, route planning etc;
* Access information for the Headteacher as necessary and obtain all information required in the support of their work;
* Forward think and plan in advance in support of Headteacher’s workload;
* Manage the Admin e-mail account; filter messages, maintain consistent mailbox size.
* Manage the wider school calendar, ensuring that an appropriate level of admin support is available at strategic times during the year (e.g. preparation of school reports, census, open days);
* Produce reports from minutes, and distribute them to Senior Leaders, Governors or the Trust as required.

**4. Reception**

* Take shared responsibility for provision of an efficient Reception service, which reflects the values of the schools i.e.
* Receive visitors, arrange hospitality
* Respond to phone calls in a timely and effective manner, ensuring that there is an appropriate level of cover for the phone, especially at busy times
* Liaise with the school’s ICT provider to ensure the schools have effective day-to-day ICT provision;
* Ensure post and email is effectively dealt with on a daily basis;
* Liaise with outside agencies and support them during their visits to the schools, i.e. dentist, school nurse, photographer.

**5. Data Entry `**

* Oversee and manage input and update of all appropriate pupil information and produce reports when required;
* Oversee the production of termly pupil census and annual workforce census;

**6. Local Governing Body (LGB)**

* + Liaise with the external clerk or headteacher(s) to ensure all paperwork is in place;

**7. Child Protection**

* Work with the DSL and shared services HR team to ensure that both School’s Single Central Record is maintained and up-to-date and complies with legal and regulatory requirements;
* Ensure that visitors have a genuine reason to be in school, checking ID and DBS status where necessary and accompanying visitors who are not permitted to have unaccompanied access to the school site;
* Ensure that the front security door and side gates are locked during the school day;
* Ensure Volunteer / Work Experience / Student Teachers procedures are being followed according to school policy.

**8. Finance and Purchasing**

* Work in support of the shared services Finance team to process payroll services for all school staff, including processing supply and additional hours claimed
* Assist the shared services Finance team with the administration of monthly monitoring reports, month end, income and accruals
* Follow-up on outstanding accounts within 1 week of ‘payable’ date, bringing persistent debtors to the attention of the headteacher
* Receive and check orders
* Checking and inputting credit card statements, staff expenses, remittances and transactions
* Weekly run for BACS payments

**9. Site and Premises Administration**

* Oversee the letting of the school’s premises as agreed with the Headteacher(s) and maintain an up-to-date record of key holders for both schools, following the trust’s policy;
* Monitor relevant planning and construction processes for compliance with contractual and mandatory obligations;
* Monitor the continuing availability of utilities, site services and equipment and inform the Headteacher(s) of any problems;
* Work with the Headteacher(s) to co-ordinate purchase, repair and maintenance of all furniture and fittings to ensure best value.

**10. Health and Safety**

* Under the direction of the Headteacher(s) act as the school’s day-to-day Health and Safety Coordinator and Fire Marshall;
* Monitor and maintain records of fire practices and alarm tests;
* Ensure the school’s health & safety policy statement is clearly communicated and available to all staff, parents and other visitors to the schools;
* Monitor implementation of the schools’ and trust’s health & safety policy;
* Help ensure systems are in place and monitor their implementation to enable the identification of hazards and risk assessments;
* Help ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Headteacher(s), Governors and when appropriate the HSE and the Trust’s CEO;
* Under the direction of the Headteacher(s), oversee Health & Safety systems and procedures within the school, including administration and record keeping.

**11. First Aid and Medical Conditions**

* Assist staff with paediatric first aid when required;
* Ensure information from First Aid books is recorded on Arbor;
* Maintain up to date medical information and dietary requirements;
* Ensure up to date medical information is communicated to staff.

**GENERAL**

* Actively contribute to and promote the overall ethos and values of the Schools and the wider Trust.
* Participate in training and other learning activities and performance development as required.
* Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the schools or wider Trust.
* Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust’s business at all times.
* Act as an ambassador for the Schools and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
* Undertake any other reasonable tasks and responsibilities as requested by a member of the Senior Leadership or Trust Executive Leadership Teams, which fall within the scope of the post.
* This role and the detailed responsibilities are subject to change as the Trust grows. Following reasonable consultation the post-holder may be required to work across the Trust in another school or a number of schools.

**SAFEGUARDING**

The Orwell Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. The Office Manager, under the guidance of the Headteacher(s), will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust’s and the School’s Safeguarding policies.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Signed Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed Head teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_