

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b> Office Manager	<b>Director/Service/Sector :</b> Children's Services		<b>Office Use</b>
<b>Band:</b> 6	<b>Workplace:</b>		JE ref: SG44 HRMS ref:
<b>Responsible to:</b> Business Manager/Headteacher	<b>Date:</b>	<b>Manager Level:</b>	
<b>Responsible for:</b> The management of the admin/office staff team			
<b>Job Purpose:</b> Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including co-ordination and delegation of relevant activities, maintaining confidentiality at all times.			
<b>Resources</b>	Staff	Other Clerical and Administrative Staff	
	Finance	Money Handling and Banking, Managing and Evaluating Budgets and Procurement Protocols	
	Physical	Office Equipment, Medical Facilities and School Buildings, Accuracy and Security of Databases	
	Clients	Internal (Teachers, Other Staff, Pupils, Governors) and External (Parents, Visitors, Members of the Public). Providing relevant advice and information to Governors, Northumberland County Council and Government Agencies	
<b><u>Duties and key result areas:</u></b>			
<b>Organisation</b>			
<ol style="list-style-type: none"> <li>1. Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies</li> <li>2. Line Management responsibilities in relation to school administrative staff</li> <li>3. Manage the day-to-day work of school administrative staff</li> <li>4. Liaise between managers/teaching staff and support staff</li> <li>5. Holds team meetings with managed staff as required.</li> <li>6. Undertake recruitment/induction/appraisal/training/mentoring for other staff</li> <li>7. Be involved in the recruitment of other administrative staff</li> <li>8. Deal with administrative tasks relating to recruitment matters</li> </ol>			
<b>Administration</b>			
<ol style="list-style-type: none"> <li>1. Take a lead role in the development and maintenance of record/information systems</li> <li>2. Provides data/ and produce detailed reports/information as required</li> <li>3. Produce, and respond to, complex correspondence</li> <li>4. Provide organisational and administrative support to other staff</li> <li>5. Provide organisational and complex advisory support to the Governing Body (if required by the school)</li> <li>6. Manage complex administrative procedures</li> <li>7. Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE</li> <li>8. Manage school lettings</li> <li>9. Organise and monitor progress towards premises repairs</li> <li>10. Manage the administration of the payroll system (if required by the school)</li> </ol>			
<b>Resources</b>			

1. Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
2. Be involved in the recruitment of administrative staff
3. Provide administrative support in relation to recruitment and employment matters
4. Provide advice and guidance to staff and others on complex administrative issues
5. Undertake research and obtain information to inform decisions
6. Take a lead role in procurement and securing sponsorship/funding
7. Manage service contracts
8. Manage school licences and insurance
9. Take a lead role in promoting the school
10. Manage facilities including premises, lettings and associated income, building and projects etc.
11. Manage financial administration procedures
12. Contributes to the monitoring and evaluation of budget
13. Be responsible for the management of expenditure within an agreed budget
14. Be aware of health and safety issues in relation to display screen equipment and office practice

### **Responsibilities**

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Assist with the development of policies relating to confidentiality and data protection
3. Be aware of and support difference and ensure equal opportunities for all
4. Contribute to the overall ethos/work/aims of the school
5. Develop constructive relationships and communicate with other agencies/professionals
6. Share expertise and skills with others
7. Participate in training and other learning activities and performance development as required
8. Recognise own strengths and areas of expertise and use these to advise and support others
9. To undertake other duties and responsibilities as required commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

### **Work Arrangements**

Transport requirements:	Required to use own transport to attend meetings both within and out-with the County.
Working patterns:	Normal hours but need to also work 'out-of hours' as necessary.
Working conditions:	Normally indoors.

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**PERSON SPECIFICATION**

<b>Post Title:</b> Office Manager	<b>Director/Service/Sector:</b> Children's Services	<b>Ref:</b> SG44
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ Level 4 or equivalent qualification Excellent numeracy and literacy skills( at least NVQ 2 Qualification)	Degree in a relevant discipline	(a), (t)
<b>Experience</b>		
Several years experience working in an office environment at a senior level Experience of managing staff	Experience of working within a school or educational establishment Experience of managing and developing a staff team	(a), (i)
<b>Skills and competencies</b>		
Effective use of specialist ICT packages e.g. SIMS, ORACLE Experience of using specialist equipment and resources Full working knowledge of all relevant policies/cods of practice and legislation Ability to relate to both adults and children Ability to self-evaluate learning needs and actively seek out learning opportunities		(a), (i)
<b>Physical, mental and emotional demands</b>		
<b>Other</b>		
Willingness to participate in personal development	Evidence of learning beyond the work place	(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits