

**CHILDREN, ADULTS AND HEALTH**

**JOB DESCRIPTION**

**POST TITLE:** Office Manager

**GRADE:** Band 6

**RESPONSIBLE TO:** Head Teacher

**RESPONSIBLE FOR:** Administrative Clerks

Responsibilities may evolve over time in response to the natural growth and development of the school.

**Overall Objectives of the Post:**

Organise and supervise administrative and finance systems within the school. Contribute to the planning, development and monitoring of support services and / or management of administrative support staff, including coordination and delegation of relevant activities, maintaining confidentiality at all times.

As part of the whole school ethos the post holder is expected to be proactive in the vision and aims of the Beacon Centre.

# Key Tasks of the Post:

1. **Organisation**

***You will provide an efficient and effective organisational support to the school across both sites. You will:***

* Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
* Line management responsibilities in relation to school administrative staff.
* Manage day-to-day work of school administrative staff.
* Liaise between members of the governing body /managers/teaching staff and support staff.
* Represent the views of administrative staff in school management meetings.
* Hold regular team meetings with managed staff.
* Deal with administrative tasks relating to recruitment matters.

1. **Administration**

***You will provide efficient and effective support to the administration of the school. You will:***

* Take a lead role in the development and maintenance of record/information systems.
* Provide detailed analysis and evaluation data/and produce detailed reports/information as required.
* Produce, and respond to, complex correspondence.
* Provide organisational and complex administrative support to other staff.
* Provide administrative and organisation support to the Governing Body (subject to school service level agreement on governor support).
* Manage complex administrative procedures e.g Single Central Register (CPOMS Staff).
* Be responsible for completion of complex forms, returns etc, including those to outside agencies eg DfE, Census.
* Organise and monitor progress towards premises repairs where appropriate.
* In conjunction with the Caretaker / Site Manager monitor and evaluate potential health and safety issues and procedures.

1. **Resources**

***You will provide effective and efficient support to the development of resources. You will:***

* Assist the Head Teacher in the selection and management of resources, including managing of budgets and regular audit of resources, ensure appropriate stock levels are maintained.
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
* Manage the financial transactions and sales of the school in line with current LEA Financial Regulations.
* Provide administrative support in relation to recruitment and employment matters.
* Prepare accounts for external audit.
* Maintain appropriate financial records to satisfy Internal Audit.
* Provide advice and guidance to staff and others on complex administrative issues.
* Undertake research and obtain information to inform decisions.
* Take a lead role in procurement and securing sponsorship / funding.
* Manage school licenses and insurance.
* Assist with marketing and promotion of the school, if required.
* Manage administration of facilities including use of school premises.
* Manage and evaluate service contracts.
* Manage financial administration procedures, eg the monitoring of extended services, student income generation, management of school repair accounts.
* Take a lead role in planning, monitoring and evaluation of budget.
* Be responsible for the management and expenditure within agreed budgets.
* Be aware of health and safety issues in relation to VDU screens and office practice.

1. **Responsibilities**

***You will contribute to the overall school’s achievements of its objectives. You will:***

* Comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Assist with development of confidentiality and data protection policies.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals.
* Attend and participate in regular meetings.
* Take a lead role in procurement.
* Share expertise and skills with others.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Use high levels of communication skills both verbally and written.
* Develop good professional relationships with professionals, staff, parents and community.
* Provide support to the senior leadership team and governing body as requested.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: DG/CL

Date: 23 August 2021