

## **School Office Manager**

### **Job Description**

The post-holder will manage the full range of administrative support to the Head and Senior Managers, ensuring continuity is maintained between staff, pupils, Governors, parents, carers, professionals, volunteers and visitors and all stakeholders.

Under the direction of the Head of Finance (Academies) the post holder will be responsible for managing financial processes in the school and liaising with the shared service finance team.

The Schools Office Manager will actively embrace the Trust's core principles to ensure an inclusive and positive environment for our pupils with learning difficulties and disabilities.

### **Reporting Relationship:**

The post holder will report to the Principal.

For financial tasks the Head of Finance – Academies will lead on timescales and support with duties)

### **Functional links:**

The Schools Office Manager will liaise with senior managers, OHCAT Shared services teams school staff, pupils, Governors, parents, carers, professionals, volunteers and visitors to maintain the high standards of the School. Lead on the Lettings of the facilities and assist with preparations for school events, projects and functions.

### **Duties and responsibilities**

1. To undertake the maintenance of the school pupil database and collection of pupil data. Provide statistical reports of pupil information as requested.
2. Provide accurate information for various statutory returns and ensuring accurate pupil data for annual CENSUS return.
3. To be responsible for ensuring the accuracy of the pupil database for the annual CENSUS return.
4. Ensure GDPR compliance for all handling of sensitive documents such as student records within the school.

5. To be responsible for administration and accuracy of pupils SIMS database system. Liaise and follow up with other members of staff any discrepancies in student data.
6. To be responsible for the collection of data from parents or guardians necessary for the accurate maintenance of database and for the provision of student data reports for school purposes.
7. To have full line management responsibility of the administration team including appraisals and performance management. Responsible for the continuing training and development of admin staff.
8. In addition to be the lead co-ordinator for any onsite staff employed via a shared service e.g. facilities. To be responsible for any correspondence, reports and other information as requested by the Principal/SLT.
9. To deal with the mail, circulate and prioritise in terms of importance and urgency for the Principal/.
10. Take responsibility for tasks and decisions from the Principal and manage and solve problems.
11. Undertake a public relations role both within and outside the organisation.
12. Devising and maintaining office system to deal efficiently with paper flow  
Organising and storing paperwork, documents and computer-based information, research and retrieve relevant information required for tasks.
13. To attend meetings, document actions arising from meetings attended by Principal, Management Team and self. Prepare, take, type and circulate minutes and record information and action points
14. To be responsible for the co-ordination and liaison with other departments e.g. Exams; Catering etc., and external suppliers. To ensure information is made available as appropriate, on behalf of the Senior Leadership Team (SLT) including collation of quotes and contracts.
15. To manage the payroll process and liaise with payroll provider and HR to ensure procedures followed for recording staff absence, temporary or permanent variations to pay and seeking appropriate authorisation from Head for all pay adjustments.
16. In conjunction with the Principal, liaise with HR provider to ensure appropriate guidance is followed with all staff matters and advice sought and actioned quickly.

17. Under the direction of the Principal and with guidance from HR, to produce letters and other HR documentation as appropriate.
18. To coordinate the recruitment process on behalf of the Principal.
19. Ensure all claims or potential risks are communicated to the insurance provider quickly and guidance followed including recovery of staff absence insurance.
20. Management of petty cash including ensuring cash is safely maintained, reconciled and recorded appropriately on the relevant system.
21. To use the school finance system in accordance with the Financial Regulations to place routine purchase orders, reconcile delivery, code and seek approval for payment of invoice for submission to Head of Finance.
22. To keep safe, record and use appropriately the school credit card or travel cards for business purposes in line with Financial Regulations.
23. Manage safe collection, records and posting of all income, banking of monies and issue receipts thereon including voucher schemes.
24. Maintain the Parentpay system (where applicable), school trips database and other pupil related transactions and ensure monies collected and recorded appropriately including recording donations received by friends of the school.
25. Ensuring accurate records maintained for pupils on roll and regular liaison with Head of Finance (OHCAT) to assist with maximisation of top-up funding recoupment.
26. To be responsible for the maintenance of computerised databases (SIMS), creating and updating records and producing reports as required.
27. To manage the process for show rounds and enquiries for lettings hire dealing (for example football, gym and birthdays) with potential customers including conducting show rounds in person and ensuring invoices are raised for bookings via Head of Finance (OHCAT).
28. Day-to-day liaison with facilities to organise the drivers and other similar duties to ensure the smooth running of the school for our pupils (minibus, kitchen, taxi bookings).

29. To have an overview and manage visitors and book meeting spaces where relevant.
30. Responsible for the day-to-day operation of safeguarding processes for internal and external visitors, including induction to the school facilities and processes, along with the Admin Team.
31. Compliance with School policies e.g. Equality and diversity, health and safety and safeguarding.
32. In liaison with the Premises Manager follow an outlined evacuation policy and maintain safety of staff and pupils under the guidance of fire and safety training.
33. To maintain up-to-date records and information on the School central record in accordance with safeguarding policy and to ensure census returns are submitted accurately and within timescales.
34. To cover the School Receptionist's absence and annual leave, and work cohesively together under the Head to ensure the smooth running of a school for our pupils and all those involved.
35. To maintain a streamlined presentation of the building in collaboration with facilities and reception staff in keeping with the School ethos.
36. To ensure all daily post from staff is sent and received internally and externally within appropriate timeframes.
37. To monitor answer phone calls, keeping within a three-ring policy and ensuring customer service is kept to a high standard.
38. To coordinate and support the organisation of events e.g. Awards ceremonies
39. Undertaking such other duties of a similar nature as required by the Principal.