

JOB DESCRIPTION

School Office Manager

The post-holder will manage the full range of administrative support to the Principal and Senior Leadership Team (SLT), ensuring continuity is maintained between staff, pupils, governors, parents, carers, professionals, volunteers and visitors and all stakeholders.

The post holder will work with the Premises manager to ensure that a safe working environment is provided for staff, visitors and learners.

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

The School 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 Finance Business Partner will lead on timescales and support with duties)

Line Management:

School Admin team, Premises staff and Chef

Functional links:

The School Office Manager will liaise with SLT, 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 have full line management responsibility of the school administration assistant/receptionist including carrying out an annual appraisal and performance management. Responsible for the continuing training and development of the school administration assistant/receptionist.

2. 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.

3. To be responsible for any correspondence, reports and other information as requested by the Principal/Senior Leadership Team.
4. Take responsibility for tasks and decisions from the Principal and manage and solve problems.
5. Undertake a public relations role both within and outside the organisation.
6. 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.
7. To be responsible for the co-ordination and liaison with other departments e.g. Catering; Premises etc., and external suppliers. To ensure information is made available as appropriate, on behalf of the SLT including collation of quotes and contracts.
8. To manage the payroll process and liaise with OHCAT payroll and HR to ensure procedures followed for recording staff absence, temporary or permanent variations to pay and seeking appropriate authorisation from the Principal for all pay adjustments.
9. In conjunction with the Principal, liaise with OHCAT HR to ensure appropriate guidance is followed with all staff matters and advice sought and actioned quickly.
10. Under the direction of the Principal and with guidance from HR, to produce new employee letters and other HR documentation as appropriate.
11. To coordinate the recruitment process for posts at Nightingale Community Academy on behalf of the Principal.
12. To maintain up-to-date records and information on the School central record (SCR) in accordance with OHCAT's Recruitment and Selection policy and Safeguarding and Child Protection Policy.
13. To ensure any statutory returns such as census returns are submitted accurately and within timescales.

14. Ensure all claims or potential risks are communicated to OHCAT Finance and provide information as the insurance provider (RPA) requires to OHCAT. Facilitate the visits from RPA as required.
15. Supervise the management of petty cash including ensuring cash is safely maintained, reconciled and recorded appropriately on the relevant system.
16. 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 Finance .
17. To keep safe, record and use appropriately the school credit card or travel cards for business purposes in line with Financial Regulations.
18. Manage safe collection, records and posting of all income, banking of monies and issue receipts thereon including voucher schemes.
19. Maintain the ParentPay system, school trips database and other pupil related transactions and ensure monies collected and recorded appropriately including recording donations received by friends of the school.
20. Ensuring accurate records maintained for pupils on roll and regular liaison with Finance Business Partner to assist with maximisation of top-up funding recoupment.
21. To be responsible for the maintenance of computerised databases (SIMS), creating and updating records and producing reports as required.
22. To manage the process for show rounds and enquiries for lettings hire dealing with potential customers including conducting show rounds in person and ensuring invoices are raised for bookings via Finance .
23. Day-to-day liaison with the Premises Manager to organise the drivers and other similar duties to ensure the smooth running of the school for the pupils (minibus, kitchen, taxi bookings).
24. 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 School Administrative Assistant and Receptionist.
25. Compliance with School policies e.g. Equality and diversity, health and safety and safeguarding.

26. Undertake relevant safeguarding training to ensure that in liaison with the Principal, efficient referrals are made to the Local Authority Designated Officer and Multi-Agency Referrals Hub.
27. To follow an outlined evacuation policy and maintain safety of staff and pupils under the guidance of fire and safety training.
28. To maintain a streamlined presentation of the building in collaboration with premises and reception staff in keeping with the School ethos.
29. To coordinate and support the organisation of events e.g. Awards ceremonies.
30. Undertaking such other duties of a similar nature as required by the Principal.