

RAINHILL NURSERY SCHOOL JOB DESCRIPTION

Post: Office Manager

Grade: SCP 26-28 (commencing on point 26)

Hours: Part time (22.5 hours)

Responsible to: Executive Headteacher/Head of School

Main vision:

- To assist the Headteacher and Governors in the effective and efficient use of the school budget, ensuring they achieve value for money.
- Within the school's Finance Committee, to work within the Local Authority's Audit objectives; to ensure current Internal Audit recommendations are actioned.
- To contribute significantly to the smooth running of the school on a day-to-day basis.
- To ensure professional confidentiality.
- To support the wider aspirations of the school.
- As the daily "spokesperson" for the school, to present a highly professional spoken manner and service to our clients.
- To contribute to current national Workforce Reform initiatives (with others, to reduce clerical tasks for qualified teachers)
- To assist in the appropriate "safeguarding" of children.
- To contribute as appropriate to the exploration of external funding opportunities; to liaise with agencies in the preparation of bids.

Office Duties:

- To manage the Reception area: to ensure a highly professional and welcoming reception to children, parents, Governors and visitors; acting as the first point of contact, filtering enquiries and taking and passing on messages to appropriate staff, Governors and children promptly.
- To effectively manage and use the suite of programmes within the Council's chosen SIMs System; these include FMS, SIMS.net.
- Ensure a secretarial service to SMT.
- To similarly manage the parents' welcome area, immediately outside the Office.
- Effective, high quality word-processing, and expertise in Microsoft Office.
- Photocopying and printing as required.
- Responsibility for organising and maintaining an efficient filing system.
- Ensure the effective management of incoming mail/e-mail. This to include ensuring appropriate protocols for Confidential Mail
- Assist in the "Safeguarding" protocols of the school; detailed recruitment records for all staff (including Extended Services); researching applications through Criminal Records Bureau/List 99.
- Responsibility for staff records on Leave of Absence, salaries/wages, overtime, sickness supply and accident reporting ensuring the appropriate deployment of documentation; to include the completion of time-sheets for weekly paid staff and supply teachers' salary claim Forms.

- To manage the clerical aspects of the Local Authority's Absence Policies: to include a detailed, daily Absence Log for all staff; regular contact with absent staff, as per LA Policy.
- To take minutes of meetings when required (including Governor Committees).
- Responsibility for the administrative elements of staff recruitment.
- To proactively manage the maintenance, upkeep and stocking of reprographic equipment.
- To liaise with staff to fully manage the procurement, audit, maintenance and stocking of all the school's ICT infrastructure, hardware and software.
- To assist teaching staff with the organisation of school trips, including the completion of appropriate Risk Assessment documentation.

Finance

- With Governors and Senior Staff, to contribute significantly to the effective monitoring and management of school finances/resources, ensuring overall value for money.
- To very effectively administer the FMS software, and attend appropriate training.
- Assisting, reporting and responding to the Finance Committee on national, Local Authority and school financial protocols (e.g. Consistent Financial Reporting returns; on-going knowledge of Local Authority control objectives; ensuring the school's Finance Regulations are correct, current and appropriately followed)
- With the Finance Committee, ensuring appropriate and effective delivery of the school's current Internal Audit Report.
- Monitoring cost centres and advising the Finance Committee appropriately.
- Be responsible for the maintenance of all school accounts and control of cash handling arrangements, including the management of Petty Cash Systems.
- To oversee and monitor the effective collection, recording and banking of all school monies, including dinner money.
- Supervise and ensure the collection, recording and banking of all monies associated with wrap-around care and balancing registers.
- To be responsible for the monitoring of School Fund. This is to include appropriate annual external audit, with reports to the Finance Committee.
- To ensure that accurate records of income and expenditure are maintained to facilitate budget monitoring, including reconciliations.
- Paying in income to the school budget i.e. cheques and cash to appropriate cost centres.
- Accessing external funding opportunities.
- To be responsible for the processing of invoices for payment.
- Responsibility for the ordering of goods and services, as per school's Requisition Policy & Calendar: appropriate requisitions presented by staff.
- Very effective liaison with the school's Local Authority Finance Officer: monthly visits/on-going phone/e-mail contact. Ensuring that the budget monitor is entered on FMS, reconciling same, transferring money in the form of virements and journals as directed. With the LA Finance Officer, also, to ensure the accurate upkeep of staffing projections and the monitoring of the overall school budget; this information to be discussed in detail with the Finance Committee.
- Carry out month-end and year end procedures in accordance with Local Authority requirements (i.e. month-end VAT prints and reconciliation of Bank Statement).
- The checking of goods supplied to school, prior to distribution.
- The on-going upkeep of the school's Inventory Record.
- Ensure the upkeep/distribution of relevant Insurances.
- Where appropriate, ensuring items and services are accessed via a competitive tendering process.

Data-Processing:

- To fully manage, utilise and update the Local Authority's computerised data system to provide Reports such as:
 1. Termly analysis of attendance (provided to HT); relevant communication to poor-attending pupils.
 2. SEND Reports
 3. Appropriate support for annual teacher Reports to Parents.
 4. Reports requested by Senior Management Team/Governors.
- Management, collation and electronic export of data to LA (weekly secure file transfer), DfE or other agencies; to include PLASC returns.
- Completion of termly and annual Census.
- Full management of admission/transfer protocols for pupils.
- To be responsible for the maintenance of up-to-date electronic data files and database information for staff and pupils. This includes emergency contact information, medical details and other personal confidential data in accordance with Local Authority protocols.
- Ensure the school is registered under the Data Protection Act.
- Ensure the upkeep of an annual Declaration of Interest Record for all Governors.

Communications:

- Upkeep of the Office Diary.
- Day to day communication with parents (reporting sickness/absence etc); to include contacting parents of sick pupils, letters home, regular newsletters and other communications which promote the school.
- Transfer/transmission of messages to relevant staff.
- Liaison with Chair of Governors (advance warning of meetings; distribution of minutes with agendas etc.).
- Management of HT diary: weekly/monthly yearly, in liaison with the HT.
- Distribution of weekly diary changes to all staff; including relevant liaison/action, in liaison with HT.
- Appropriate liaison with external agencies regarding all aspects of pupil education and welfare.
- To liaise closely with the Caretaker; though strategic calendars, inform about events, file and report on Caretaker's Site Surveys, file and report on external Health and Safety surveys, log building maintenance visits in office diary, maintain holiday dates, acknowledge routines.

Continuous Professional Development:

- The Office Manager will be required to access all relevant INSET to support the role.

Strategic and Compliance:

- Managing the clerical production and distribution of the school's annual School Improvement Plan in liaison with Headteacher.
- Managing the on-going clerical aspects of the School Profile.
- Maintaining current Job Descriptions for all Staff.
- Clerical upkeep of the school's Asset Management Plan.
- Management of Staff Detail Files.
- Clerical management of all school, Authority and National Policies.
- To comply with the school's Health and Safety Policy, and associated safe working practices.
- To comply with the school's Access and Equality Policy.

Management Responsibilities

- Line Management of clerical staff
- Sickness Absence monitoring
- Training needs
- Delegation of duties
- Contribution to and attendance at SMT meetings

Additional:

- The details within this Job Description reflect the outline of the position at the time it was prepared. However, it is inevitable that over time the nature of the job may change and develop. Existing duties may be replaced with more relevant ones, which would not change the overall nature of the post or the level of responsibility entailed. As a result, it is expected that Governors will want to discuss potential developments with the post holder from time to time.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date: May 2018

Signed:

Office Manager

Headteacher

Chair