

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
S179	Office Manager	Grade 7	199 Hay	March 2009

Statement of Purpose

Under the guidance and direction of the Headteacher or member of the Senior Management Team, organise and deliver effective administrative systems throughout the school.

Support to Pupils, Parents and the Community

- Deal with complex reception/visitor etc. matters.
- Organise school trips/events etc.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.
- Dealing with children taken ill during the day.
- Administering first aid as appropriate.

Support to Other Staff

- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Body.

Line Management

- Line management responsibility of designated support staff
- Liaise between managers/ teaching staff and support staff.
- Hold regular team meetings with support staff.
- Undertake recruitment/induction/appraisal/training/mentoring of other staff.

Support HR Management

- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Supervise, train and develop staff as appropriate.

Human Resources

- Maintain confidential staffing records.
- Manage and check the safe recruitment process, including undertaking relevant checks e.g. CRB.
- Completion of appropriate forms to ensure contractual and payroll information is produced and accurately maintained.
- Report absences.
- Monitor and check claims for employment, e.g. additional hours, casual/supply claims.

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- Monitor and check travel claims.
- Liaise with HR service on specific HR issues.
- Liaise with Payroll administration as appropriate.
- Maintain records of staff CPD, book courses with external providers and prepare regular budget reports for senior staff.

Support Financial Management

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Contribute to the planning, prioritisation and budget allocation within the financial budget for the school.
- Undertake the administration of Payroll systems.
- Manage expenditure within an agreed budget.
- Undertake general financial responsibilities including processing invoices, processing and distributing orders, receipt and recording of monies.

Support Organisational Management

- Contribute to the development of office systems and processes.
- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks.
- Operate relevant equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Assist in the management of the administration of facilities including use of school premises.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DCSF.
- Manage manual and computerised record/ information systems.
- Operate relevant equipment/ complex ICT packages.
- Provide personal administrative and organization support to other staff.
- Assist in the management of the administration and support of confidential medical inspections and reports.

Support to Health and Safety

- To write the School Health and Safety Policy for approval by the Governors
- To continuously monitor and review the Health and Safety policy
- To assist with the writing and updating of other school policies containing a Health and Safety element
- To service the school's Health and Safety Committee
- To analyse accident reports within school and prepare reports for SLT
- To advise staff on Health and Safety matters as required
- To provide/arrange staff Health and Safety training as required. e.g use of fire extinguishers, use of ladders, manual handling etc

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- To prepare and issue bi-annual safety audit to all departments in school. To analyse the audit results and prepare reports for SLT and Health and Safety Committee
- To liaise with the Site Manager on Health and Safety issues
- To act as Fire Officer, organising risk assessment and fire drills.
- To organise a team of fire marshals to cover all areas of school buildings
- To liaise with LEA Health and Safety Officers
- To liaise with Emergency Services
- Prepare risk assessments as required
- To provide/arrange for annual PAT testing of electrical equipment in school

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the postholder and the relevant trade union before submitting for re-evaluation.

Person Specification

Office Services Manager (including HR & Health & Safety) Level

3+

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of development management and operation of administrative systems. • Management experience. • Budget management experience in addition to management of financial systems. 	AF/I

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<p>Qualifications/Training</p> <ul style="list-style-type: none"> NVQ 3 Business and Administration, or equivalent qualification or experience in relevant discipline. 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> Very good numeracy/literacy skills. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. Very good ICT skills. Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Ability to relate well to children and to adults. Excellent communication skills. Good organisation skills. Ability to prioritise effectively. Awareness of relevant legislation. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. 	AF/I
<ul style="list-style-type: none"> Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. Has the ability to learn from experiences and challenges. 	

AF - Application form

I - Interview

Note 1:

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In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*