

**Title of Job:** Senior Administrative Officer / Office Manager

**Salary:** SO1 27-30

**Contract Type:** 36 hours (term time plus 2 weeks)

**Accountable to:** Head Teacher

### **PURPOSE OF JOB**

To assist the Head Teacher with the administration of the school, including the financial administration and maintenance of pupil records. To include the initiation of efficiencies and service improvements to develop and provide a developing administrative systems and procedures.

### **EQUAL OPPORTUNITIES**

The Trust and School have a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

### **DUTIES AND RESPONSIBILITIES**

To undertake the following duties with minimal supervision, demonstrating a thorough working knowledge of the work areas, setting work standards and taking decisions leading to changes in important procedures and practices.

#### **General**

1. To be responsible for the general administration of the school, maintaining all appropriate records, disseminating information. To line manage staff responsible for the administrative matters of the school.
2. To provide secretarial and administrative support to the SLT and Head Teacher.
3. To use and advise others in the use of Information Technology, Microsoft Office Word, databases, E-mail and the Internet, storing, retrieving and presenting information in appropriate formats.
4. To provide a hospitable and welcoming 'front line' service to all visitors to the school and to deal with specific and general enquiries from Staff, Parents, Governors, Local Authority, visitors and callers, either in person or by telephone.
5. To process all correspondence and deliveries appropriately and in a timely manner.
6. To communicate effectively, both orally and in writing, with the Trust, Council Departments, inside and outside agencies, parents and the local community, representing the school's interests and presenting its positive image.
7. To complete required forms required by The Trust, Payroll & HR Provider and any other relevant bodies.

8. To maintain and supply all goods, resources and stationery required by the school.
9. Speaking for the Head Teacher in his/her absence or unavailability by telephone or in person. Maintaining quality relationships with parents, staff children, visitors, callers, governors, LA. etc.
10. To attend relevant training sessions and cascade such information to other team members.
11. To attend meetings where and when directed, in order to take minutes and arrange their production and distribution. To take minutes of committee meetings and when needed at other meetings with parents or part of HR related meetings.
12. To maintain the school asset register, working alongside the Trust CAO & Central Team.
13. To be responsible for Educational Visits and keep up to date with Risk Assessments and policies. To co-ordinate and support the SLT/Subject Leaders with planning and booking educational visits.
14. Ensuring that health and safety guidance is followed in all administrative respects.
15. To continually review the School's administration arrangements to ensure maximum effectiveness.

### **Pupils**

16. Maintaining appropriate pupil records and producing information returns and statistical details as required.
17. To be responsible for all admissions of children into the school in line with the admissions policy.
18. Ensure assessment data entry is carried out in a timely, efficient manner and sent to relevant bodies.
19. To promote and market the school through liaising and building relationships with relevant stakeholders by means of personal contact and social media.
20. To oversee and manage the administration of School Meals, balancing of dinner money and to chase any outstanding monies and liaise with Pupil Services regarding free School Meals.
21. To create, send and receive Common Transfer files.
22. To complete the Census and all other data returns for the LA/DfE.
23. To manage the administrative arrangements for meetings and conferences including accommodation, travel and provision of refreshments when required.

### **Staffing**

24. Maintaining appropriate confidential staff records, producing information returns and statistics details as required, including ensuring Personnel details on Arbor (or MIS system) and contracts are correct.

25. To maintain staff records for teaching, administrative and support staff including absences, new starters, leavers, contract variations, INSET and leave details. Input data on SIMS/Arbor and other HR systems and produce monitoring information as appropriate.
26. To manage the recruitment process.
27. To manage the single central record and ensure all safeguarding calls or communication are passed to the safeguarding team on time.
28. To input weekly staff attendance on Arbor
29. To supervise the work of the School Administrative Team.
30. To support and coach team members and identify relevant training requirements.
31. To organise the administration and recruitment of support staff and teaching staff identify support staff training needs and monitor the performance of staff, under specified supervision, giving appropriate direction and allocating work and sickness and absence procedures.
32. To manage and coordinate Personnel HR matters relating to conditions of employment, recruitment, contracts and pay.

### **Finance**

33. Maintain manual and computerised financial records
34. Be responsible for financial administration such as placing orders, invoicing, preparing BACs, issuing receipts etc.
35. Produce and evaluate financial reports as required
36. Deal with budget queries, advising on solutions where appropriate
37. Undertake monthly reconciliation of finances i.e. ParentPay, Purchase card statement
38. Be responsible for the security of unused cheques and other controlled stationery
39. Helping to ensure the school is following 'Best Value' procedures
40. To supervise the preparation of school monies and make appropriate arrangements for banking
41. Be responsible for issuing of invoices and collection of monies due to the school
42. Ensure preparation of orders, check full receipt, ensure payment of goods and services
43. Be responsible for filing, security and retrieval of financial data
44. Issuing free school vouchers to parents of children entitled to Free School Meals

45. Ensure all financial administration is carried out in accordance with the school's financial regulations and policies
46. Be responsible for maintaining the school inventory
47. Continually evaluate all finance systems to ensure they are effective and efficient
48. Complete monthly staff attendance, salary variations and overtime on the Payroll reporting back to the Payroll Provider/HR
49. Provide guidance to enable governors and leadership teams to be compliant with regulatory requirements
50. To monitor and evaluate school admin, finance, GDPR, and health & safety procedures, identify risk areas, suggest remedies and implement changes after agreement from the head teacher.
51. To support financial control systems and management of budgets ensuring agreed policies and procedures are followed. Process orders and payments in accordance with established procedures and manage.
52. To be responsible for all cash and card transactions within the school
53. To coordinate the financial administration of all SLAs with providers and ensuring there are efficient systems for record keeping, monitoring usage and financial control.
54. To respond to audit reports and create manageable systems – ensuring that systems are implemented by all staff.

#### **Health & Safety and Facilities Management**

- To oversee the building services and statutory facilities management requirements are maintained with required period of time.
- To monitor the work of caretaker, cleaners and subcontractors, addressing issues as they arise and communicating to SLT (Headteacher) status of work.
- To be responsible for ensuring that data recording for Fire Testing, Water Temperatures and other legal requirements are maintained up to date.

#### **Summary**

- To be flexible to the needs of the school as determined by the Head Teacher.
- To deal with any matters, within the competence of the post holder, at the direction of the Head Teacher.
- Such other duties within the competence of the post holder as required from time to time.