Job Description: Office Manager

Scale: PO1 (33-36) **Number of weeks :** 41
Hours per week: 36.00

Full Time:- £30,861 - £33,111 Updated 01 03 2017
Pro Rata:- £27,300 - £29,290 approx.

Post holder reports to: Corporate Services Manager

Post holder responsible for: 6 FTE members of support staff

Purpose of Job:

To lead and manage the Admin team and ensure the efficient provision of administration and finance services to the school .

To undertake all duties and responsibilities with confidentiality, accuracy, efficiency and with minimal supervision.

Any other duties as directed by the Principal

Hours of Work: Monday to Thursday 09:00 - 16:45 (7.25 hours per day)
Friday 09:00 - 16:30 (7 hours per day)

Main duties and responsibilities: -

Line Management:-

To lead and manage the administrative team and operate as a member of this team.

To manage the efficient provision of administration and finance services to the school.

Ensure all personnel matters are confidential and approached with discretion, sensitivity and diplomacy.

To be responsible for the timely and efficient new support staff probationary interview, reporting any issues to the Corporate Services Manager.

To be responsible for the appropriate support staff appraisals

Finance:

To be a signatory on the school bank account

To ensure all financial transactions are in line with the school's Finance Policy.

To check and authorise on FMS all purchase orders.

To check and process the school's payments either by cheque or BACS, resolving any problems as appropriate.

Have oversight of and ability to; raise & track purchase orders and process invoices.

Have oversight of the petty cash account.

To be responsible for all banking transactions, including cash, FMS processes and reconciliations.

To be responsible for the security and contents of the school safe, in line with the Finance policy.

To be responsible for the reconciliation of the school's two purchase cards.

To assist the Corporate Services Manager with any internal/external audit.

To assist the Corporate Services Manager with the End of Financial Year systems.

To be responsible for the systematic and accurate filing of all expenditure documentation.

Have an understanding of the Agency budget and the financial implications of cover.

Cover:

To have oversight of the SIMS cover module.

To arrange daily cover in SIMS as required in the absence of the responsible admin assistant.

To have oversight of all agency bookings; teaching and support, daily and long term.

To accurately monitor and record daily absence for internal use; reporting weekly to NPW

To build relationships with Supply/Recruitment Agencies; Ensuring "Value for Money"

Recruitment:

Ensure knowledge of NPW Recruitment Pack; procedures and documentation is regularly updated and that each new recruitment adheres to the procedure.

Ensure knowledge of staffing structure, including long term absence and vacancies regularly updated.

To be responsible for all aspects of the recruitment process; regarding arrangements and documentation.

Ensure all eligible application forms received are copied for members of the shortlisting/interview panel.

Complete all the ID checks, right to work and DBS

Complete and submit the TAPP/SAPP form with all relevant supporting documentation for authorisation and send to NPW.

To be a member of support staff shortlisting/interview panel, as required.

HR and Personnel:

Ensure all staff lists are updated when appropriate

To be responsible for the accurate input of new contracts on the SIMS personnel module.

To be responsible for the regular and accurate maintenance of staff records on SIMS Personnel Module

To be responsible for the regular and accurate maintenance of the Single Central Register.

To be responsible for monitoring all staff absence and advising respective line managers of trigger level procedure and deadlines.

Administration

To input, maintain & secure manual and electronically held school information, ensuring confidentiality is observed at all times whilst paying particular attention to the data protection act and the safe disposal of any/all confidential waste.

To operate computer systems and be familiar with SIMS, FMS and the MS Office suite of applications.

Use information technology to carry out general administrative duties, e.g. photocopying, collation of reports and curriculum materials, arrangement of appointments, managing both incoming and outgoing mail and Emails.

Cover reception duty break/lunch as appropriate.

To be responsible for the administration of Parent Governor elections.

Additional Duties:

To work within the framework of the school ethos, adhering to the 'Whole School Expectations' set by the Principal.

To participate in the positive promotion of the school image.

To maintain high standards of professional behaviour and presentation.

To take responsibility for Health & Safety in the post holder's area of work

To undertake any other duties commensurate with the grade that may be required from time to time.

To take part in necessary training and staff development.

EQUALITY AND DIVERSITY

Eastlea Community School has a strong commitment to equal opportunities and diversity in all aspects of employment within the London Borough of Newham and in its services to students, staff and the wider community. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Eastlea Community School is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

An enhanced current DBS clearance is a necessity for this post.

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this job description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by my line manager, the Corporate Services Manager or the Principal.

NAME:	**SIGNATURE:**
DATE:	