

St Vincent's Catholic Primary School

School Office Manager

Job Description

The purpose of this role is to bring extensive experience and knowledge of the management of School Administration in a number of operations relating to Finance, Personnel, Buildings and Health and Safety, Safeguarding and Data Protection.

Finance:

- Manage the financial and budgetary processes of the school to ensure the school derives maximum benefit from its budget. This includes:
 - Organise and monitor the spending of budgets as required.
 - Support staff responsible for delegated budgets with accurate financial information, which enable them to monitor these budgets.
 - Monitor income and expenditure and advise the Headteacher, SLT and Governors of any necessary action required to manage the budget effectively.
 - Manage, monitor and review consistent data and benchmarking.
 - Undertake effective procurement processes to ensure best value for money.
- Organise, maintain and monitor the School's financial systems and to manage office functions to ensure an effective service to the School and compliance with financial regulations.
 - Develop, implement and monitor systems to control financial matters and provide accurate management information taking full account of Audit recommendations.
 - Prepare all documentation for audit inspection.
 - Be the point of contact for Financial Audit.
 - Ensure accounting procedures are adhered to and end of year accounts are completed in liaison with the LA Accountancy Team.
 - Arrange external audits and liaise with internal auditors.
 - Update the School Financial Value Standard (SFVS) whenever required.
- Seek to develop opportunities for income generation including fundraising and bids.
- Attend Finance Committee meetings to provide information as required including annual budget statements, CFR returns, benchmarking, financial summary and statement of internal control.
- Improve and develop financial statements, forecasts and best value procedures.
- Put SLA's in place either through WBC or privately.
- Attend WBC SLA meetings

- Demonstrate highly developed interpersonal skills in order to undertake formal contractual negotiations, renewals and revisions
- IR35 – ensure compliance and complete assessments.
- Review and update Financial Regulations documents.
- Create, update and complete an asset register.

Procurement:

- Write and review green procurement policy.
- Evaluate the need.
- Identify suppliers.
- Obtain quotes and tenders.
- Discuss with Headteacher and depending on cost discuss with Governors
- Ensure best value processes are applied.
- Check suppliers on the LA approved list.
- Instruct suppliers.
- Monitor the work/contract.

Human Resource Management:

- Lead and manage the Administrative staff, Maintenance Officer and Midday Assistants and be responsible and accountable for the quality of work.
- Ensure monitoring, evaluation and review all admin posts are carried out on an ongoing basis in liaison with the Headteacher.
- Ensure completing of staff absence returns and other staff related forms required by the LA.
- In liaison with the Headteacher, oversee and monitor contracts, hours etc of all staff in school and advise the Headteacher accordingly.
- Ensure that accurate personnel records are maintained and information passed onto Business Support as necessary.
- Referrals to Occupational Health, ensuring that this is done discreetly and confidentially. To liaise with HR and advise Headteacher on sickness absence reviews and prepare necessary paperwork.
- In consultation with the Headteacher, produce job descriptions, person specifications and advertisements for vacant posts.
- Recruitment of administrative staff and or midday staff as required including the selection and interview process.
- Ensure that the school website is up to date with any vacancies and associated paperwork.
- Carry out the administrative processes relating to recruitment and other staff changes, including safeguarding, seeking references, DBS checks etc.

- To be the first point of contact for all staff at the school on pay and contract related issues.
- Demonstrate highly developed interpersonal skills in order to convince others to adopt / accept a course of action which they are reluctant to take
- Ensure Single Central Record is up to date at all times.
- Liaise with the Headteacher regarding supply cover during staff absence / training.
- Point of contact for all staff when Head and Deputy are out of school.
- Ensure that outside agencies carrying out work in school are efficient and carry out contractual duties (e.g. IT support EDAC).

Governors:

- Point of contact for all Governors
- Attend Governors Resource Committee Meetings
- Meet with the Finance Governor at least 3 times a year to go through the budget.
- Set up and administer the Governors email accounts.

Facility and Property Management:

- Liaise with the Maintenance Officer on a daily basis to ensure grounds and premises are maintained.
- Ensure contractors follow instructions and requests. In the absence of the Maintenance Officer, monitor quality of work by contractors.
- Monitor grounds maintenance contract for school to ensure efficiency and value for money and prepare any tender documents for renewal or change of contract.
- Obtain quotes for building works ensuring Best Value.
- Organise the ordering / replacement or repair of furniture, fixings or equipment
- Manage specific projects in school funded by the School Budget, Archdiocese / School Fund or PTFA – meet with Cunliffes surveyors / contractors as required. Ensure the work is completed to schedule and without interruption to the school day.
- Be the point of contact and liaise with DBE for planned maintenance schedule.
- Arrange for any response maintenance to be carried out when necessary.

Administration:

- Manage the whole school administrative function.

- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- To lead on all aspects of data protection ensuring compliancy with legislation and registration with the ICO.
- To act as co-ordinator for Freedom of Information requests, maintaining appropriate records and adhering to legislated response time frames.
- Establish and use effective methods to review and improve administrative systems.
- Update and revise the school website on a weekly basis, add newsletter and homework.

Health and Safety:

- Act as the school's Health & Safety Co-ordinator.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Control and complete all statutory paperwork is complete.
- Keep up to date with the Health and Safety Executive directives.
- Provide advice & guidance in the application of policy & external regulations including the interpretation to meet specific circumstances and the needs of the school
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Complete audit paperwork for annual audit and inspections.

Safeguarding:

- A Deputy Safeguarding Lead
- To work with Headteacher and safeguarding team to ensure overall safeguarding at St Joseph's.
- Attend when necessary, on behalf of St Vincent's school – Safeguarding meetings on and off site.
- Ensure all safeguarding policies are up to date.

Pupil Data / Admissions / Assessment:

- Ensure the maintenance of pupil data on SIMS and the completion of Census returns.
- To manage the admissions process for all applicants from the initial application through to confirmation and registration, ensuring that they meet the requirements of the school admission criteria.
- Ensure the inputting of statutory assessment data.
- Provide support to staff using Sims Assessment
- Provide support to SENCO using SIMS.
- Update NCA Tools for SAT's participation and results
- Manage attendance

Signed: _____

Date: _____

Name: _____ Position: _____