



MODEL JOB DESCRIPTION

OFFICE MANAGER with responsibility for finance and H.R.

Responsible to: Head teacher, DHT

Grade: H5 – H8

Hours: 33/37 p/week with 5 Inset days + 1 week during school holidays

Contract type: permanent

Job outline:

Key responsibilities

HR

- Manage sensitive and confidential information in a professional manner
- Effective operation of the payroll system
- Ensure safer-recruitment & safeguarding checks are adhered to
- Support recruitment process, overseeing adverts, contacting prospective candidates, preparing paperwork and carrying out necessary checks
- Prepare and update staff contracts, incl leavers, contacting HR & payroll at HFL where necessary
- Support with advice to changes in working (eg maternity, paternity, adoption etc)
- Undertake annual school workforce census
- Oversee S.C.R
- Attend weekly staff meetings
- Establish good working relationships with other local primary schools
- Attend 'update' training sessions

Finance

- Ensure appropriate use of the school's bank accounts
- Oversee all financial transactions/ activity within the school (eg: requisitions, orders, invoicing, transactions, banking) and maintain school accounting system, and that clear records are kept
- Work with head teacher to prepare annual draft budgets
- Ensure adherence to financial regulations & provide advice on these to other staff/ SLT
- Input data into the financial management system
- Produce annual & statutory returns (incl VAT)
- Oversee process of orders & make payments
- Monthly liaison with HFL financial Services adviser to prepare financial monitor
- Apply for grants where appropriate and ensuring good value for money
- Lead on procurement processes where appropriate, conducting due diligence
- Manage school's letting policy

Day to day

- Provide efficient & effective clerical & administrative support for the whole school
- Continue to develop high quality professional and effective reception communication & services
- Undertake day-to-day supervision and support of admin team
- Support organisation & delivery of school visits & events
- Produce lists of information and data as requested by SLT
- Responsible for data returns (incl census) throughout the year and setting up of annual M.I.S
- Monitor & manage the admin email address

Knowledge, skills & abilities

- Good communications skills, including written English
- Experience of working in a finance role
- Experience of working in a school
- Knowledge of financial management systems
- Knowledge of whole school information systems (eg Arbor/ SIMS)
- Ability to build and maintain relations with parents and families
- Ability to build and maintain relationships with suppliers, the L.A. and other professionals
- Supportive approach towards supervising a small team
- Basic first aid skills including some emotional support for pupils in need

Physical effort

- Normal physical effort required – sitting, walking, carrying minor loads
- Helping pupils with minor injuries