



JOB DESCRIPTION

School:	Selston Church of England Infant and Nursery School
Post Title:	Office Manager
Responsible To:	Headteacher
Direct Reports:	Office Administrator
Pay Level:	Grade 4 pt 8-14 TTO (FTE £19,482- £21,733)

Main Purpose of the job:

The provision of a comprehensive range of clerical, administrative, financial and reception support to the school. To represent the school through verbal and written communication with key stakeholders (staff, governors, parents, the Diocese of Southwell and Nottingham Multi Academy Trust).

Key Responsibilities:

1. To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling large budgets, producing complex financial reports and statements as required
2. To supervise administrative support colleagues including coordination of activity and monitoring outputs
3. To manage the administration of health and safety and oversee the completion of work undertaken by the caretaker.
4. To create, manage and manipulate information relating to finance, student or staffing information or any other service requirement and this will include producing bespoke and complex reports as needed.
5. Responsibility for administering the schools admissions procedure and accurately maintaining the student information system.
6. Ensuring the completion of the student and workforce census data and other statistical information commensurate with role as and when required by external agencies and authorities such as Department of Education and OFSTED.
7. To undertake a range of financial management processes including processing orders, resolving issues, budget monitoring, reconciling accounts and handling cash.
8. To develop systems and processes to meet operational needs and to ensure the high quality of information held.
9. Take responsibility for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters.



10. To provide secretarial support to a wide range of meetings including Senior Leadership Teams and Governors, committees and support groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making.
11. To provide authoritative advice and guidance to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries, seeking clarification as needed from the Headteacher.
12. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
13. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
14. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
15. To collaborate with colleagues, the Diocese of Southwell and Nottingham Multi Academy Trust (SNMAT), outside agencies, other schools and other relevant authorities regarding issues, student welfare and records as required.
16. To undertake personnel administration and issues on behalf of the school.
17. To determine stock policy including sourcing supplies, negotiating price, volume and qualities necessary to ensure that stock levels and resources are effectively managed to deliver best value.

The post holder will perform any other duty or task that is appropriate for the role described



Person Specification

Qualifications	Essential	Desirable
A good standard of secondary education to GCSE level or equivalent.	x	
A good standard of literacy and numeracy	x	
Willingness to undertake further training		x
Experience		
Carrying out a wide range of complex administrative duties.	x	
Interpreting written instructions/manuals to carry out processes and procedures without regular supervision	x	
Working with a variety of IT systems including word processing, spreadsheet and database operation.	x	
Supporting others through training and mentoring	x	
Supervising others through effective delegation and mentoring.	x	
Dealing with confidential and sensitive information in accordance with data protection principles.	x	
Analysis and interpretation of financial data, processing orders and handling cash/cheques/invoices or equivalent	x	
Communicating with a wide range of staff and customers to provide advice, guidance or instructions	x	
Dealing with confidential and sensitive information in accordance with data protection principles.	x	
Knowledge and administration of health and safety	x	
Skills & Knowledge		
Highly organised with great attention to details	x	



Ability to prioritise and effectively meet deadlines	x	
Good IT skills including MS Word, Excel and accounting systems	x	
Have clear and concise communication skills both written and verbal	x	
Aptitude		
Ability to work independently as well as part of a team	x	
Ability to prioritise work, meet deadlines and work calmly under pressure	x	
Self-motivation, flexibility and enthusiastic approach to work	x	
Determination and commitment to high quality standards	x	
Ability to demonstrate initiative, be proactive and offer a creative and solution-oriented approach to work	x	
Ability to develop positive relationships with a range of stakeholders	x	

Supporting Information

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The job description will be reviewed annually to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.