



Job title:	Office Manager
Hours:	tbc
Contract:	Permanent
Grade:	NJC 14 to 19 or NJC 17-22 on completion of Level 5 Business Management
Reports to:	Headteacher

Our Multi Academy Trust

The Diocese of St Albans Multi-Academy Trust (DSAMAT) was established in October 2016 and has grown to be the largest Church of England Trust in the Diocese of St Albans. The Trust has a clear mission at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles, and we are committed to ensuring the whole community flourishes in our Trust, not just the pupils, but also the staff, our governors and the wider school family.

The Trust has a clear vision which shapes its work; Enabling all to flourish: Rooted in God's Love. And together our academies work to be places of; **Hope; Nurture; Equality; Respect; Collaboration.**

All employees of the Trust are expected to commit to the vision and values of the DSAMAT and demonstrate them throughout their work.

Job context

The Office Manager is responsible for the effective and efficient management of school office-based responsibilities including administration management, people management, estates management and statutory and Trust policy compliance. The Office Manager reports into and works closely with the Headteacher to support in the day-to-day operations of the school, in line with the school's strategic development plan. The Office Manager will also lead on ensuring excellent customer service to parents, visitors and other stakeholders of the school.

Decision Making

The job involves working within recognised procedures but will require initiative. The work will involve responding independently to unexpected problems and situations. The post holder can look for advice and guidance from members of the academy senior leadership team.



Core responsibilities

General:

- To model the vision, values and expected standards of care and service to all visitors to the school
- To be the main point of contact for all visitors and contractors
- To act as day-to-day line manager for other colleagues such as administration assistants where applicable
- To manage an efficient and effective administrative function for the school. This may also include archiving and providing some secretarial services to the Headteacher, such as drafting letters, booking events and travel, monitoring emails, and setting up meetings.
- To be responsible for the development and maintenance of the school's management information systems, including those on personnel and pupil information; ensuring that effective administrative systems are in operation throughout the school
- To be responsible for the completion and submission of school-specific statutory or other returns to the ESFA/DfE (such as census), Trust Central team, local authority and other external agencies
- To keep the website up to date, ensuring that all statutory documents are uploaded and in date, all letters are available for parents to access, and the website information is current as required
- To support the Headteacher to promote the school such as through social media, newsletters, emails and tours of the school.
- To ensure compliance with GDPR regulations including completing SARs, and notifying, and taking advice from the Trust's DPO with regards to FOI requests, SARs and any potential or actual breaches.
- To adhere to the Trust's procurement policy and scheme of delegation with regards to procuring goods and services to ensure best value for money
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information
- To undertake any other duties of a similar level and responsibility as may be required

Pupil related:

- To oversee tasks relating to new admissions and the transfer of leavers and the maintenance of pupil records.
- To work with teachers to ensure all education visits and journeys procedures, including risk assessments, are followed and a file is signed off by the Headteacher before the day of the visit
- Work with the SENDCo and/or PPG lead to ensure accurate tracking of pupils participation, where applicable
- To oversee arrangements for monitoring of pupil attendance ensuring school procedures are up to date with national and local initiatives and that procedures for PA and CME are followed concisely working with the pastoral team/ DSL. Follow up on any unexplained absences.
- To administer lunch orders in liaison with caterers

To administer lost property



People related:

- To be responsible for the day to day updating of the Single Central Register, ensuring that all stakeholders are included, and the information is kept up to date. Complete actions as a result of the half termly SCR checks which are carried out by a member of your school's SLT
- As part of Trust and external inspections, meet with the relevant person to present the SCR and related documentation (such as Ofsted etc)
- To be responsible for the personnel administrative function in relation to new appointments, leavers and changes to contracts, liaising as necessary with personnel, and payroll providers and ensuring that appropriate pre-employment checks are undertaken (e.g. DBS, medical etc)
- To deal with paperwork for absence insurance claims
- To process relevant documentation regarding maternity, adoption and paternity leave
- To ensure the Finance Partners are informed of all changes to personnel to ensure budgets can be updated accordingly

Finance related:

- Share details of private income e.g. nursery fees with the finance shared services team for invoices to be raised in advance of the half term they are due in
- To ensure that cash collected is recorded in accordance with procedures and banked in a timely fashion
- To manage the relationship with parents to collect debts on unpaid invoices as directed by the finance shared services team
- To collate orders and input on the purchase requisition spreadsheet as required
- To be the credit card holder for the school, to collate receipts and complete a monthly credit card expenses form to be sent to central finance for processing
- To oversee the administration of Free School Meals
- Setting up clubs, wrap around care etc. on the school cashless payment system and tracking payments to ensure receipt
- To support educational visits, including liaising with staff, writing to parents and setting up payment collection on the school cashless system. Work with Finance Business Partner to review costing of trips. Track receipt of payment and chase outstanding monies.
- To support the day to day running of any lettings and hiring's within the school, in conjunction with the Headteacher and site team. Maintain a clear record of sessions booked for the purpose of invoicing

Governance related:

- Advertise for any parental vacancies on the LGB – arrange election process if more than one application
- Send and receive application forms for governors
- Send for and receive references and send to Chair for review
- Organise and record DBS (inc Single Central Record) and Section 128 check
- Add new governor to GIAS database
- Add new Governor details to school website

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- Email Trust IT provider to create school email account and share with LGB Administrator
- Ask IT provider to add new governor to the school LGB distribution list.

H&S related:

- To ensure that safeguarding procedures are followed with respect to visitors on site, including responsibility for the effective operation of any sign-in and entry gate systems.
- To complete tasks which support the H&S of the school, as laid out in the Trust H&S Policy.
- To work with the caretaker to ensure that all records of risk assessments, DBS requirements etc are in place before works commence on site
- To work with the caretaker to go out to tender to ensure best value for money for grounds maintenance, cleaning and small works etc
- To manage the medical administration of medicines
- To provide first aid
- To ensure risk assessments for pupils in need of first aid, medicines or medical risk assessments are in place

Demands of the role

- There will be limited requirements to stand, walk, and lift and carry items
- The work must be completed methodically and to deadlines
- There will be a need to manage competing deadlines while ensuring queries are still answered in a timely fashion
- Undertake other duties appropriate to the grade of the post
- This post is mainly desk-based, with some travel to schools

Professional Conduct

In accordance with Trust policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.

Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its' policies and procedures.

Work within the requirements of the Trusts' Health and Safety policy, performance standards, safe systems of work and procedures.

Undertake all duties with due regard to the corporate equalities policy and relevant legislation.



Person specification

Experience, Knowledge and Qualifications:

Essential

- Good general education – Minimum of 5 GCSE's, Grade A* - C with Grade A*-C in Maths and English
- Knowledge and understanding of current educational policy relating to school administration and a statutory framework in which a Multi Academy Trust operates as well as relevant policies, legislation and codes of practice
- Level 5 Business Management qualification or willingness to work towards
- Knowledge of using IT across all aspects of relevant work
- Knowledge of GDPR 2018 and Data Protection Act 1998
- Experienced in managing an office setting
- An outstanding administrator, able to put in place well understood policies and procedures and to ensure quality assurance of all activity is robust
- A record of recent and relevant continuing professional development

Skills and competencies:

- Strong organisational and administrative skills with an eye for detail
- Ability to think ahead and anticipate requirements and potential problems
- Self-motivated and disciplined; outcomes and action focused with a proactive and positive calm approach to problem solving
- Confident communicator; skills to communicate with a range of stakeholders including senior leaders across and beyond the Trust.
- A self-starter who recognises the need to investigate topics to enable/support the production of high-quality outcomes whilst working at pace
- Strong ICT skills
- Able to work well within a team
- Able to work under pressure
- Good organisational skills
- Able to work accurately and with attention to detail
- Ability to work on own initiative
- Good communication skills, both written and oral
- Flexible and adaptable



Equal Opportunities

DSAMAT is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

Disclosure and Barring Service

This post is subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.