

## St. Brendan's Catholic Primary School

### JOB DESCRIPTION

#### OVERVIEW

<b>Job Title</b>	<b>School Office Manager</b>
<b>Closing Date</b>	4pm Tuesday 7 <sup>th</sup> May 2024
<b>Interview Date</b>	WB 13 <sup>th</sup> May 2024
<b>Salary / Scale</b>	Grade G Point 8-13 £24,702 - £26,873 FTE (actual salary will be pro rata the Full Time Equivalent salary- FTE)
<b>Contract type:</b>	Permanent, 37 hours per week: Term time plus training days and 5 days during the school holidays (40 weeks)
<b>Purpose of the Position</b>	To be responsible for the effective management of the school's administrative systems together providing a high-quality administrative support to the Headteacher. Act as first line of contact for the Head and liaise with the Trust centralised functions, other schools within the wider Trust, parishes, parents, and other agencies. Lead and manage the school's administration systems and resources ensuring all requirements are maintained.
<b>Key Responsibilities</b>	Management of all school administrative processes and systems including admissions, school census returns, pupil databases, office procedures, attendance & absence, liaison with parents, Trust centralised team and the Local Academy Committee. Ensure adherence and compliance with all statutory and centralised Trust requirements. Provision of confidential secretarial/administrative service for the Headteacher. This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually.
<b>Responsible to:</b>	The Headteacher
<b>Accountable to:</b>	The Headteacher
<b>Responsible for:</b>	School Office Administrator

## MAIN DUTIES

### 1. School Administration

- Be responsible for establishing and managing all school administration systems and operational procedures to enable the school to function effectively.
- Be responsible for the administration of the school's admissions policy including pupils to Reception, mid-year transfers and Year 6 transition to secondary school liaising with Local Authority, other schools, parents, and other agencies.
- Line managing the Site Supervisor on behalf of the Head liaising with the Trust Operations Manager and Trust Premises Officer.
- Be responsible for planning and coordinating all educational visits liaising with teachers, external agencies, Trust finance and parents.
- Ensure all pupil databases and other MIS systems are updated including SIMs, BROMCOM and Parent mail.
- Maintain and run booking system for parents' evening and other events
- Ensure pupil attendance is monitored following up individual absences in accordance with school's absence policy.
- Be responsible for the arrangements of all school external activities including swimming lessons, music tuition, book fairs, school uniform, school photographs etc.
- Promote the schools to a range of audiences and raise profile within the local community
- Create marketing leaflets and signage as appropriate liaising with Trust Marketing Officer.
- Create and publish school newsletters
- Liaise with local parishes to ensure the schools are represented in their newsletters as appropriate
- Lead on school events, including marketing, set up and evaluation
- Maintain oversight of school resources (fixed and consumable) ensuring photocopiers and school IT equipment is appropriately maintained and fit for purpose in liaison with the Trust Central Operations.
- Be responsible for the effective administration of the school's wrap around care (breakfast and after school clubs).
- Liaise with the Trust central team in relation to Finance, HR, Operations, IT, Health & Safety and take advice accordingly.

### 2. Trust Liaison and administration

- **Finance**
  - Liaise with Trust Finance regarding all budget and finance transactions, utilising SAGE software as appropriate and ensuring compliance with Trust Handbook and Trust Calendar.
  - Complete requisition request on Trust 'Workspace' system. After Trust Finance authorisation, place order directly with supplier ensuring correct coding and record of receipt of goods received on 'Workspace'
  - Collect all cash received by the school ensuring accurate and timely banking (by the school into the nearest Lloyds bank) informing Trust Finance of any income banked

- Ensure accurate and timely completion of school's credit card log, school's gift register, inventory reports, asset records and other similar finance accounts.
- Ensure all debts are collected regularly (including catering) ensuring compliance with the Trust Debt Recovery Policy
- Maintain an accurate and up to date list of all contracts, suppliers, and Service Level Agreements.
- Maintain the school inventory record
- Ensure the principle of best value is maintained liaising with Trust Finance where appropriate
  
- **HR and Payroll**
  - Manage the school's recruitment of staff, volunteers and students on placement ensuring adherence to the Trust Recruitment Policy and Procedures ensuring all pre-employment checks, induction and copies of all appointment paperwork is accurately completed and returned to Trust HR.
  - Ensure timely and accurate returns of all payroll changes to Trust HR for payroll processing.
  - Ensure timely notification of all starters, leavers, and variations to Trust HR together with all appropriate paperwork to trigger production of contracts of employment and maintenance of accurate records of staff personnel records.
  - Administer, record, and input staff absences, timesheets, and expenses onto 'Edupay' portal where appropriate.
  - Update school's database for Single Central Record and Workforce census.
  
- **Operations**
  - Act as the school's Health and Safety Manager, on behalf of the Headteacher, in accordance with the Trust's Health & Safety Policy liaising regularly to the Trust Operations Manager; this includes accurate recording of accidents/incidents, Training, First Aid, Fire safety and compliance.
  - Manage all health and safety for the school, completing action plans, audits and compliance to all recording and reporting requirements via the 'Handsam' portal and liaising with Trust Operations
  - Line manage the Site Supervisor on behalf of the Headteacher and any contract cleaning staff and/or school cleaning staff.
  - Meet regularly with the Trust Premises Officer to review premises audits, action plans, the school's Planned Preventative Maintenance Plan and site checks.
  - Liaise with Trust central operations ensuring appropriate insurance for the school.

### 3. Statutory and Trust based Returns

- Ensure all statutory and statistical returns are completed on time and accurately to agencies including DfE, Diocese, CES, Trust and the Local Academy Committee including school census liaising with the Trust central team where appropriate.

### 4. Safeguarding and Health & Safety

- Act as Lead regarding the school's safeguarding system, ensuring the highest standards of online safety and meeting with Designated Safeguarding Leads as necessary
- Assist and support the Headteacher by ensuring the school meets its statutory responsibilities and obligations including safeguarding, health & safety, safer recruitment, GDPR and equality.
- Liaise with the Site Supervisor and the Trust regarding Health & Safety including risk and test assessments for fire, school equipment, alarms and other hazards.
- Manage and ensure first aid is coordinated across the school and first aiders are suitably trained and equipment maintained; administer first aid as and when necessary.
- Support the Head in implementing the Critical Incident and business continuity plans.

### 5. Secretarial support to Head and Senior Leadership Team

- Provide secretarial/PA support to the Headteacher anticipating the requirements of the Headteacher, including briefing them and providing relevant papers and directions prior to meetings and events
- Act as first line contact dealing with correspondence, telephone enquiries and visitors for the Headteacher
- Organise events and meetings as directed by the Headteacher ensuring that venue and hospitality arrangements are in place, and that all relevant delegate information is prepared and circulated in a timely manner.
- Maintain school website, twitter account and other social media platforms liaising with the Trust Marketing Officer as appropriate.
- Update school website with new policies, news and event information
- Ensure school website is legally compliant by reviewing, developing and maintaining it to comply with statutory requirements in liaison with the central Trust team
- Minute taking, agenda preparation and drafting reports where appropriate.

### 6. Professional Development

- Participate in the Trust's performance management processes
- Participate in further training and development to improve own professional development

## **7. Working with colleagues and other relevant professionals**

- Work in close collaboration with colleagues and other relevant professionals within and beyond the school including the Trust Central Team, school's Local Academy Committee, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Develop effective professional relationships with colleagues.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

## **8. Any Other duties**

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

## PERSON SPECIFICATION

### 1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
A 'level or equivalent education		✓	App form
Good level of general education including Maths & English (Grade A – C or 9 – 4)	✓		App form
Evidence of continuous professional development in administration		✓	App form
Current First Aid certificate		✓	App form

### 2. EXPERIENCE

	Essential	Desirable	Evidence
Experience of working in an educational environment (HE or schools/colleges).		✓	App form interview
Experience of managing and/or supervising staff.	✓		App form interview
Experience of developing and managing office admin systems.	✓		App form interview
Experience of dealing professionally with wide range of people including parents and children.	✓		App form interview
Experience of working in a busy office with competing priorities.	✓		App form interview

### 3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Good working knowledge of operational business systems including health and safety, finance and HR	✓		App form interview
Excellent interpersonal skills and an ability to relate and communicate effectively with children, staff and parents	✓		Interview

Ability to undertake multiple priorities whilst meeting deadlines.	√		Interview
Highly proficient in Microsoft Office particularly Outlook, Word and Excel.	√		Interview
Good written and oral communication skills.	√		Interview
Knowledge and understanding of child protection/safeguarding	√		App form interview
Demonstrate ability to be organised, logical and methodical.	√		Interview
Knowledge and understanding of educational based software e.g., BromCom, SAGE		√	App form interview
Understanding of Data Protection including GDPR and ability to remain discrete when privy to confidential information	√		Interview

#### 4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Evidence of strong organisational and self-management skills	√		Interview
Proven ability to remain calm and work under pressure whilst prioritising effectively.	√		Interview
Proven ability to work on own initiative with a proactive approach.	√		Interview
Proven ability to work collaboratively with others	√		Interview
Proven ability to deal sensitively with people and resolve conflict	√		Interview
Proven ability to work flexibly under pressure to be able to meet deadlines	√		Interview
Commitment to maintaining confidentiality at all times	√		Interview
Commitment to safeguarding and diversity.	√		Interview

#### 5. CONFIDENTIAL REFERENCES AND OUTCOMES

**Applicants must be able to positively provide the following information if successfully appointed:**

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

# HOW TO APPLY

Further information about the School can be viewed on the website: [St Brendan's Primary - Vacancies \(stbrendansprimaryschool.co.uk\)](http://StBrendansPrimary-Vacancies.stbrendansprimaryschool.co.uk)

Further information, a candidate pack and application form are available by contacting Leanne Brydon by:

- Telephone: 01536 202491;
- email: [Lbrydon@sb.cor.olicatschools.org](mailto:Lbrydon@sb.cor.olicatschools.org)

To apply please do so via My New Term [www.mynewterm.com](http://www.mynewterm.com)

Interviews will be held at St Brendan's Catholic Primary School during the week beginning 13<sup>th</sup> May 2024. Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

For more information, please contact Trust HR by email at: [TrustHR@Olicatschools.org](mailto:TrustHR@Olicatschools.org) or by telephone: 01604 497309 or, visit the OLICAT Trust website: [www.olicatschools.org](http://www.olicatschools.org)