



JOB DESCRIPTION

Job Title	School Office Manager
Department/Location	Tettenhall Wood School
Accountable to	Headteacher
Salary Grade/Range	Grade 5 (12-16)
Job Purpose	<ul style="list-style-type: none"> - To positively and actively contribute to whole school improvement, by providing administrative and operational support to the Headteacher and Senior Leadership Team. - To be responsible for the day to day management of the school office. - To be responsible for the line management of the administrative team, including the development and implementation of recruitment, induction, performance management, training and mentoring of Admin Team - To contribute to the development of whole school policies and procedures - To organise, maintain and monitor school personnel systems, ensuring effective delivery of service to school. - To liaise with the Central Team regarding operational areas of the organisation, including Site, Health & Safety, and Finance.

Office Management

- To ensure the effective and efficient running of the school office
- To be responsible for the management of the administrative team including the delegation of duties, development and implementation of recruitment, induction, performance management, management of attendance, training and mentoring.
- To represent the Admin Team at relevant meetings.

HR Responsibilities

- Arrange and facilitate induction process for new starters.
- Ensure all HR records are filed and up to date including training records.
- Be responsible for internal and external recruitment including organising attendance at recruitment events and interviews.
- Organise and file paperwork, documents and computer-based information
- Manage the school's single school record completing termly checks with the nominated SLT.
- To carry out all necessary pre-employment checks in a timely manner and in accordance with safer recruitment.
- Create, distribute and file annual Teachers pay statements

- Ensure the co-ordination of all returns required by the ESFA including Pupil and Workforce Census.
- Maintain up to date and accurate SIMS records for employees
- Conduct return to work interviews
- Absence recording and reporting on staff absence to HT and HR.
- Pay queries from employees
- Support HT with staff absence meetings

Health and Safety, Site and Finance

- To liaise with the Central Team regarding operational areas of the organisation including Site, H&S and Finance.
- To work collaboratively with the Trust Data Protection Officer to support Subject Access Requests, ICO correspondence and Freedom of Information Requests.
- Lettings
- Additional hours processing via Agresso
- Shared utilities
- Provide reports/data to the central team

Working with the Site Manager and Headteacher;

- Develop and maintain the school's health & safety policy and ensure this is communicated and available to all staff and stakeholders.
- 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
- Enable regular consultation with staff on health and safety issues
- Develop and implement systems to enable the identification of hazards and risk assessments
- Oversee statutory obligations are being met for pupils with special educational needs and report to SLT and Governors as necessary.
- Provide administrative, training support for Medical Tracker and creating reports as required.

Support for the School

- The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn
- To comply with all statutory procedural requirements in school e.g., Child Protection, Pool Safety, Fire, Visits etc.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to treat colleagues with dignity and respect and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Headteacher/Principal of this fact immediately.

Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the school's relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

Equality and Diversity

Tettenhall Wood School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

Tettenhall Wood School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the school may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests

PERSON SPECIFICATION

Qualifications

- NVQ Level 3, or evidence of working towards a relevant discipline
- Minimum GCSE (or equivalent) Maths and English at grade A-C

Professional Development

- Recent, relevant professional development
- Evidence of further professional training

Experience

- Significant experience working in a relevant financial and/or administrative management role, preferably in an educational setting
- Full working knowledge of relevant polices/legislation
- Knowledge of Microsoft Office, including Word & Excel
- Previous experience within an educational environment
- In depth knowledge of school financial, personnel and administrative systems
- Full working knowledge of Health and Safety
- Use of SIMs systems for financial and recruitment procedures
- Experience of maintenance and development of website
- HR Administration, including on-boarding

Skills/Abilities

- Ability to manage the schools' administrative systems
- Ability to manage, lead, organise, deploy and motivate a team
- Ability to formulate ideas and solutions, and present them effectively to the Headteacher/Governing Body, and possess high level decision-making skills
- Proven ability to liaise with external agencies, businesses or contractors
- Ability to persuade, motivate, negotiate and influence
- To be able to work under pressure, in a very busy and diverse environment
- Proven organisational skills
- High level of accuracy and attention to detail
- Prioritise, plan and organise
- Ability to manage a variety of competing priorities and meet deadlines
- Advance skills to use and manage ICT systems and resources effectively

Personal Qualities

- Excellent personal and written communication skills
- Ability to work as a member of a team
- Able to respond flexibly and adapt to changing and challenging circumstances
- Operate calmly and effectively; showing initiative and self-motivation
- Show commitment to a clear and shared vision for an effective organisation
- Recommend and show a positive attitude to change
- An ability to positively promote the school to pupils, parents, colleagues and other community groups
- Highly motivated, with high expectations and a positive attitude
- The ability and willingness to work in partnership with other members of the school team
- A high level of personal integrity
- An approachable professional who responds well to and offers constructive advice

Other

- To demonstrate success in involving parents, Governors and the community in the school where appropriate
- Be committed to staff development.
- Promotion of positive behaviour strategies
- An awareness, understanding and commitment to equal opportunities