Senior Office Manager

Job Description

Grade: GR4

1. Job Purpose

1.1 The postholder will strategically manage clerical, financial and administrative support to the Head teacher and school to enable the delivery of a professional and efficient administrative service

2. Key Responsibilities

General

2.1 To manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality standards.

2.2 Supervision of staff as required

2.3 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing.

2.4 Management, collection and reconciliation of school monies and providing statistical information as required;

2.5 Responsibility for the management of the School Fund account

2.6 Responsibility for administering schools admissions procedures and accurately maintaining the pupil related information system

2.7 Responsibility for completing staff returns, and reconciling queries

2.8 Ensuring the provision of quality clerical support including typing/word processing, reprographics and filing

2.9 Responsibility for ensuring that an effective reception and switchboard service is provided

2.10 Liaising with staff for organising school visits, camps and extra-curricular activities

2.11 To adhere to the ethos of the school.

2.12 To promote the agreed vision and aims of the school.
Personnel and Human Resources

2.13 Management of HR Processes, within the school, including administration of employment contracts, references, appointment forms, etc.

2.14 Responsibility for maintenance of staff absence

2.15 Management of supply cover for absent staff, and management of the supply budget.

2.16 To manage other administrative and related support staff, including, carrying out appropriate performance management and disciplinarys.

2.17 To undertake appropriate professional development including adhering to the principle of performance management

2.17.1 To set an example of personal integrity and professionalism

2.17.2 Attendance at appropriate staff meetings and parents evenings

2.18 To coordinate initial HR responses to grievances and disciplinary matters.

2.19 To manage the Single Central Record and monitor the register of DBS checks and arrange checks as appropriate

Financial

2.20 Management of Annual Service Returns/618G/School workforce Census/PLASC and responsibility for compiling and returning statistical information as required for City Council, DCFS etc.

2.21 Management of budget for orders and recording of data relating to the ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met

2.22 Input/output of data and production of associated reports.

2.23 Work within the parameters of schools financial procedure regulations

2.24 Ensuring that individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with

2.25 To ensure all tasks are carried out with due regard to Health and Safety
Premises

2.26 To coordinate with the Building Site Services staff, appropriate project management arrangements, funding managements, liaison with contractors, etc

2.27 To oversee appropriate quality assurance procedures are in place and regularly monitored

2.28 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer’s job title: School Business Manager

3.2 Level of supervision:

1. Regularly supervised with work checked by supervisor

2. Left to work within establishment guidelines subject to scrutiny by supervisor

3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Administrator</td>
<td>3</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Administrative Assistant</td>
<td>2</td>
<td>1</td>
<td>2</td>
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</tbody>
</table>

5. Special Conditions

5.1 None

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.
## Person Specification

### Method of Assessment (MOA)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>MOA</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td><em><em>GCSE’s in English and Mathematics at grade A</em>-C or equivalent</em>*</td>
<td>AF/C</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Substantial experience of working in an office environment</td>
<td>AF/I</td>
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<td>Relevant work and other experience</td>
<td>Experience of working in a school office</td>
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<td>Experience of a wide range of administrative functions</td>
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<td>Experience of supervising staff in a school setting</td>
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<td><strong>Skills &amp; Ability</strong></td>
<td>Good working knowledge of Microsoft office (Word, Excel and Powerpoint)</td>
<td>AF/I</td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>Good working knowledge of SIMS and SIMS FMS</td>
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<td>Excellent interpersonal skills</td>
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<td>Good organisational skills</td>
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<td>Ability to work collaboratively and lead a team</td>
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<td>Ability to interpret varying situations and solve problems on a day to day basis.</td>
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<td>Ability to work with autonomy within set boundaries</td>
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<td>Ability to cope with conflicting demands, deadlines and interruptions</td>
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<td>Ability to meet the physical demands of the post</td>
<td>AF/I</td>
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<tr>
<td><strong>Training</strong></td>
<td>Interest in own personal development and willingness to undertake further training</td>
<td>AF/I</td>
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Senior_Office_Manager_RHJS_JD-PS    Thursday, 16 February 2017

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