



Job Description

St Edward's CE Academy, Cheddleton Staffordshire University Academies Trust Salary:			
Post Title	Grade	Hours	Date
Office Services Manager Salary: £19,350.34	Grade 6	37 Term Time + 10 days	November 2020

School Purpose and Values

We will teach **wisdom**, model and expect **respect** for all. We will nurture **compassion**, **responsibility**, **courage** and **perseverance**, equipping our children for life in all its fullness as **honest** adults in our diverse and ever changing world. We aspire to work collaboratively with our academy, Multi- Academy Trust, local, national and global communities as by...

Learning and Caring Together '...they will flourish in the courts of our God' (Psalm 92:13)

Statement of Purpose

Under the guidance and direction of the Headteacher or member of the Senior Management Team, organise and deliver effective administrative systems.

Line Management

- May involve line management responsibility of two members of support staff (may include admin/site staff).
- Liaise between managers/ teaching staff and support staff.
- Hold regular meetings with team.
- Undertake recruitment/induction/ appraisal/training/mentoring of other staff.

Support to Other Staff

- In the absence of the Clerical Assistant cover basic, but essential, administration duties
- Provide personal, administrative and organisational support to all staff e.g. printing, photocopying, typing, letters, trips, CPD.
- Provide administrative and organisational support to the Local Academy Council (LAC)

HR Management

- Maintain confidential staffing records.
- Manage and check the safe recruitment process including undertaking relevant checks e.g. DBS
- Maintain the Single Central Record ensuring continued compliance



- Engage with HR professionals, including SUAT personnel and HR Insight, Occupational Health etc as appropriate.

Financial Management

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake complex financial administration procedures including Census, Early Years Portal, Pupil Premium, financial reports to the LAC.
- Assist with the planning, monitoring and evaluation of budget.
- To support the Principal in the preparation of financial scenario planning & maintain the Academy Salary Modeller.
- Contribute to the planning, prioritisation and budget allocation within the financial budget for the school.
- Undertake the administration of Payroll systems including contractual changes, My View/Staff Absence and expenses claims.
- Manage expenditure within an agreed budget.
- Undertake day to day Academy Accounting Systems including, but not exclusively:
 - Orders, processing invoices & payment of goods & services
 - Maintenance of Assets register/Inventories
 - Collection of fees and other dues (lettings, Brambles etc)
 - Prepare for internal and external auditors
 - Liaise with the Trust Central Finance Team

Organisational Management

- Contribute to the development of office systems and processes.
- Manage manual and computerised record/information systems
- In conjunction with SUAT staff and the Principal act on the academy lead for GDPR
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing, word-processing and complex IT based tasks.
- Operate relevant equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Assist in the management of the administration of facilities including use of school premises.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies.
- Manage manual and computerised record/ information systems.
- Operate relevant equipment/ complex ICT packages.
- Provide personal administrative and organisational support to other staff.
- Assist in the management of the administration and support of confidential reports.

Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding



- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the academy and County Council's Health and Safety policy.
- The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

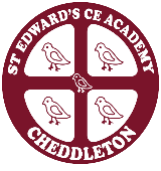


Person Specification Office Services Manager – Level 3

Minimum Criteria for Two Ticks *	Essential Criteria	Measured By
✓✓.	<p>Experience</p> <ul style="list-style-type: none"> • Experience of development management and operation of administrative systems. • Management experience. • Budget management experience in addition to management of financial systems. 	A/I
✓✓.	<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 Business and Administration, or equivalent qualification or experience in relevant discipline. 	A/I
✓✓.	<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Very good numeracy/literacy skills. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Very good ICT skills. • Ability to work constructively as part of a team, understanding school roles, responsibilities and your own position within these. • Ability to relate well to children and to adults. • Excellent communication skills. • Good organisation skills. • Ability to prioritise effectively. 	A/I
✓✓.	<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	A/I

A = Assessed at Application

I = Assessed at Interview



Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **School Office**