People

Greenvale Primary School

School Office Manager

Job Description



**Croydon Council**

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| **R o l e P r o f i l e** |
| **Job Title:** | **School Office Manager** |
| **Department:** | **People** |
| **Division:** | **Education** |
| **Grade Range:** | **Grade 8 – Scp 26-28** |
| **Hours:** | **20 hours (Working pattern to be decided upon on appointment)**  |
| **Location:** | **Greenvale Primary School** |
| **Reports to:** | **Headteacher** |
| **Responsible for:** | **Office Staff****Wraparound care staff****Caretaker****Cleaning Staff** |
| **Role Purpose and Role Dimensions:** | As part of the Senior Leadership Team, manage the non-teaching aspects of the school including line management and personal development of staff. This will include:* Financial Management
* Procurement and Contract management
* HR administration
* Lettings and income generation
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| **Commitment to Diversity:** | As a member of the Finance and Administration Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** | Catering contractorCroydon CouncilOther service providers  |
| **Key Internal Contacts:** | * Headteacher
* Deputy headteacher
* Breakfast and After School Club Managers and teams
* Caretaker
* Cleaning Supervisor and team
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| **Key Areas for Decision Making:** | Strategic overview of the finance and administration functions for the school.  |
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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Organisation** | **This will involve:*** Management of Support Services contracts.
* Lead the development and management of support systems & procedures
* Line management responsibilities where appropriate:
* Managing support staff.
* Liaising between managers/teaching staff and support staff.
* Holding regular team meetings with managed staff and feedback any matters to headteacher.
* Undertaking recruitment/induction/appraisal/training/mentoring for non-teaching staff.
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| **Administration** | **This will involve:*** Lead the development and maintenance of record/information systems.
* Producing, and responding to complex correspondence such as reports to the Governing Body, letters to parents and responding to emails.
* Supporting staff with any Payroll or HR queries.
* Management of staff administrative files keeping records of JDs, pay increments, disciplinary procedures, training and support etc.

Managing and overseeing complex administrative procedures such as the school census and other returns to outside agencies. Oversee the relationship with Croydon’s admissions team. * Managing the administration of Payroll system.
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| **Resources** | **This will involve:*** Responsible for resource planning within the school.
* Responsible for Month end review.
* Report to Governors on budgeting
* Carry our year end in conjunction with JCA
* Assist JCA with information for budgeting.
* Taking a lead role in the recruitment of support staff and in managing associated employment procedures.
* Lead the procurement of goods and services for the school and provide detailed analysis to enable decision making by other senior leaders and governors.
* Managing school licences and insurance.
* Working alongside the SLT to promote the school within the local community, including management of the school website.
* Managing facilities including premises, lettings and associated income, building and projects etc.
* Managing financial administration procedures and being responsible for the audit of school finances.
* Ensure that policies are up to date and maintained.
* Ensure the school is compliant with GDPR.
* Health & Safety management.
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| **Responsibilities** | **This will involve:*** Complying with and assisting with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Being aware of and supporting difference and ensure equal opportunities for all.
* Contributing to the overall ethos/work/aims of the school.
* Develop constructive relationships and communicate with other agencies/professionals.
* Sharing expertise and skills with others, including business managers from local schools.
* Participating in training and other learning activities and performance development as required.
* Recognising own strengths and areas of expertise and use these to advise and support others.
* Changing of duties and responsibilities over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
* Oversee all aspects of the school finance and administrative functions.
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| **Green Statement** | **This will involve:**Seeking opportunities for contributing to sustainable development of the borough, in accordance with the council’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision. |

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| **Data Protection** | **This will involve:*** Being aware of the council’s responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and finaniccal processes comply with this.
* Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.
* Responsible for compliance with the requirements of the General Data Protection Regulations (GDPR).
* Deal with freedom of information requests and subject access requests in line with the Freedom of Information Act 2000 and the DPA as and when required.
* Prepare reports and management information on the school’s level of risk related to data protection, and processing performance to be presented to the governing board.
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| **Confidentiality** | **This will involve:**Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees’ access to and use of the council’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities** | **This will involve:**The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. |
| **Customer Care** | **This will involve:**The ability to demonstrate a commitment to the council’s Customer Care Policy. |
| **Health and Safety** | **This will involve:**Every employee being responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.  |

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| **To contribute as an effective and collaborative member of the School Team** | **This will involve:*** Participating in training to be able to demonstrate competence.
* Participating in first aid training as required.
* Participating in the ongoing development, implementation and monitoring the service plans.
* Championing the professional integrity of the School Service.
* Supporting Customer Focus, Best Value and electronic management of processes.
* Actively sharing feedback on School policies and interventions.
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| **P e r s o n S p e c i f i c a t i o n** |
| **Job Title:**  | **Support Services Manager** |
| **Essential knowledge:** | * NVQ Level 4 in Business or Finance related qualifications or equivalent qualification or experience in relevant discipline.
* SBM or Degree level qualification would be desirable.
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| **Essential skills and abilities:** | * Excellent numeracy/literacy skills.
* Effective use of specialist ICT packages such as SIMS and FMS
* Ability to organise, lead and motivate other staff.
* Ability to plan and develop systems.
* Ability to work strategically.
* Ability to relate well to children and adults.
* Must be able to work to deadlines and prioritise accordingly.
* Communicate effectively at all levels.
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Ability to analyse data and scrutinise financial information.
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| **Essential experience:** | * Demonstrable experience working in an office or school environment at a senior level.
* Managing a small team.
* Reviewing systems and procedures.
* A secure understanding of finance and budgeting.
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| **Special conditions:** |  |