



## JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and to respect and support the Catholic ethos of the school.

POST TITLE: OFFICE MANAGER

GRADE: 5

RESPONSIBLE TO: Headteacher

PURPOSE OF JOB:

To work as part of the administrative team in supporting the school and wider Our Lady of Walsingham Catholic Multi Academy Trust in attaining its aims and objectives by providing support to the school leadership team and acting as Clerk to the Governors by arranging and attending all meetings taking minutes and providing general support for effective conduct of their business in accordance with articles of government.

Line managing non-teaching support staff, working in close liaison with the leadership team making decisions on day to day operational matters with guidelines of work plans, policy, procedure etc. Such decisions include; planning and prioritising, allocating and organising work, developing and using new technology, monitoring performance, taking remedial action as required.

### MAIN RESPONSIBILITIES

- 1 Provide timely and effective operation of secretarial and administrative support service to the leadership team.
- 2 Participating in the prioritisation, organisation and monitoring of day to day operations.
- 3 Participate in the safer recruitment process, including short listing, interviews and preparation of recruitment material for staff – including DBS checks and day to day management of the single central record.
- 4 Line management of Administrative Assistants, allocating and monitoring work as required, checking for quality and accuracy.
- 5 Line management of Caretaker and Cleaner, ensuring standards are maintained
- 6 Line management of Midday Supervisors, ensuring appropriate cover and training is in place.
- 7 To be fully conversant with Health and Safety regulations and ensure they are complied with in line with statutory and Trust expectations.

- 8 Liaise with the Trust Premises Manager and contractors with regards to maintenance and servicing on site.
- 9 Ensure that all the staff records are kept up to date and secure in line with Trust data management policies.
- 10 Liaise with the central Trust finance team in monitoring payroll information, checking for accuracy and ensuring compliance with the pay policy.
- 11 Act as Clerk to the Governors to ensure timely and effective support to the Governing Body by attending and minuting all meetings and providing a general support to ensure effective conduct of their business in accordance with the Trust Scheme of Delegation including handling post, arranging meetings, co-ordination of agenda and agenda items, carrying out research etc.
- 12 Assess training needs of back office support staff and arrange training accordingly.
- 13 Promote the safeguarding and welfare of pupils according to Health & Safety and Safeguarding policies and training.
- 14 Ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations. Monitor quality of purchases. Seek out new suppliers.
- 15 Oversight of the school website and production of school publications.
- 16 Raising orders for the school on PSF online system (chasing school budget holders for approval) and processing goods received notes.
- 17 Sending out orders manually where required, dealing with any resultant queries with suppliers.
- 18 Assisting Trust Team in resolving where invoices/orders have not been approved/Goods received (items have not arrived, are faulty being returned etc.)
- 19 Processing of Credit Card orders for the school.
- 20 Processing claims from staff for staff expenses/mileage via payroll on EPM.
- 21 Processing claims from staff for Additional, Overtime etc. hours via payroll on EPM
- 22 Being the school contact for ParentMail, including but not limited to: Setting up Trips, charity collections etc. for payment (working with schools Admin Teams).
- 23 Keyholder / emergency and out of hours contact.
- 24 Any other duties relevant to the post.