

## Job Description

### School Office Team Leader

#### Hinguar Primary School and Nursery

<b>Post Title:</b>	School Office Team Leader
<b>Salary:</b>	Level 6 SCP 13-20
<b>Hours:</b>	37 hours per week, term time plus inset plus 3 weeks in holidays
<b>Responsible to:</b>	Headteacher

#### **Main purpose of the job**

- To support the Headteacher with the day to day running of the office and wellbeing of staff and pupils.
- To provide financial and HR assistance to both the school and the Central Team as well as to contribute to the delivery of an efficient and effective high-quality service.
- To enable the school to meet its objectives by taking responsibility for overseeing specific areas of administrative functions used within the school environment to ensure the delivery of a high-quality service.
- To ensure all visitors receive a warm welcome and in accordance with safeguarding procedures.
- To develop an office team that delivers and meets the needs of the school

#### **Finance:**

To assist with the development and monitoring of the school's budget, monitoring income and expenditure, liaising with the Central Team.

To provide on-going budgetary information to the relevant budget holders, meeting with them to ensure they understand and refer to the Central Team's reports.

To appropriately prepare pre-authorized orders, ensuring sufficient funds are available beforehand and liaise closely with the Central Team.

To prepare and enter requisitions to be processed by the Central Team.

To ensure accurate VAT accounting and provide the Central Team with information for the monthly VAT returns.

To assist in the sourcing of quotes for goods and services as required, from the list of Trust approved contractors and suppliers, to ensure best value.

To assist with the management of lettings and liaise with the Central Team to issue invoices for lettings liaising with the appropriate outside agencies and site personnel, following up their prompt payment and debtors.

To assist in the preparation and maintenance of the Trust's Asset Register and equipment register

To arrange any recharges or the like, on a monthly basis, questioning appropriate areas and sending to the Central Team for processing.

To manage the online payments system for the schools e.g. adding trips, dinners etc.

To notify the Central Team of any income received.

To assist with the production of monthly returns to the school's payroll provider including absence, overtime and expenses claims, reporting as required to the Central Team.

To provide statistical information to enable the school to complete such returns as may be required by the DfE, ESFA, Central Team and Academy Committee (finance and HR).

Ensure GRNs are processed and invoices are collated and ready for payment by the Central Finance Team.

### **Human Resources:**

To have full line management responsibility of the administration team, including appraisals and performance management.

To be responsible for the continuing training and development of admin staff.

To manage and update the school's Single Central Register (SCR) reporting any changes to the Centre and cross-checking with all available information.

To assist the Central Team with the monthly absence monitoring report.

To administer Personnel monthly returns to the payroll provider in relation to absence and unpaid leave.

To carry out maternity risk assessments for expectant mothers and liaise with the payroll providers on expected delivery dates, start dates and pay provisions.

To liaise with the Headteacher and the Central Team's HR department, with regard to the recruitment process of any new staff, following closely Trust procedures and processes ensuring all job adverts are sent to HR to be uploaded on relevant websites.

To maintain and enter basic staff details, absence, training completed and any other required information on the school's personnel system.

To liaise with the Central Team's HR department regarding staffing matters as required to ensure the Trust's procedures comply with legal and regulatory requirements.

To complete relevant documentation required for those staff starting and leaving in a timely fashion.

To undertake appropriate induction of administrative staff, and any others the Headteacher chooses.

### **ICT Communication Systems:**

To develop and be responsible for ensuring that the website is updated regularly, in consultation with the Leadership Team, with the appropriate information gathered, evaluated and analysed to ensure consistency.

To establish and develop ICT functions used to communicate to staff, parents and the Academy Committees.

To prepare, develop and maintain the visual communication screen with the appropriate information required.

To monitor the school's social media applications and oversee the posts inserted by the school.

### **Clerical:**

To act as confidential personal assistant to the Headteacher, by preparing a wide variety of documents including the Headteacher's report, letters and policy documents.

To oversee the hospitality arrangements for visitors to the school.

To assist the Headteacher with monitoring and developing the school security and safeguarding arrangements to ensure compliance.

To attend relevant parts of Academy Committee meetings when requested, work with and report to the committee on the school's finances and/or other relevant committees.

### **General**

To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.

To assist staff and pupils with their enquiries and deal with routine telephone calls as required.

To be first aid trained and administer first aid as required.

To comply with individual responsibilities in accordance with the role, for health and safety in the workplace, carrying out risk assessments for relevant staff.

To deal with all finance and HR related correspondence promptly as required.

To ensure that all Trust and school policies and procedures are followed.

To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.

To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests in a timely fashion.  
To undertake any training commensurate to the post and attend relevant meetings as required by the Trust or the school.  
To participate in the performance management structure of the school and Trust as directed.

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Date..... Signed ..... (Post holder)

Date..... Signed ..... (Line Manager)

## School Office Team Leader Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs including English and Maths</li> <li>• High level of literacy and numeracy</li> <li>• Ownership and commitment to continuous learning and development</li> </ul>	<ul style="list-style-type: none"> <li>• Higher or further education / Admin management, Financial Management or Office management experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years proven office experience</li> <li>• Financial and HR experience</li> <li>• Line management of admin staff</li> <li>• Working with the general public</li> <li>• Developing, managing and operating clerical/administrative/financial and organisational systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of education systems e.g. Bromcom, SIMs/FMS/ similar</li> <li>• Managing school finances and budgets</li> <li>• Working with children or young people</li> <li>• Organising, leading and motivating other staff</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good knowledge of financial regulations</li> <li>• Ability to plan, organise and prioritise</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> <li>• Proven ability to deal with a range of sensitive issues</li> <li>• Ability to work as a member of the team, actively promote teamwork and lead by example</li> <li>• Ability to act professionally and facilitate the resolution of any problems</li> <li>• Ability to respond positively to and actively support the Headteacher and Senior Leadership Team</li> <li>• Experience of managing workload and prioritising tasks</li> <li>• Possess excellent communication skills and have the ability to help visitors and parents feel at ease</li> </ul>	<ul style="list-style-type: none"> <li>• Competent use of IT packages including word processing, spreadsheets, computerised accounting systems</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Commitment to high quality service delivery</li><li>• Able to maintain confidentiality in all circumstances</li><li>• Proactive approach to work being responsive, empathetic and supportive to all within the school</li><li>• Flexible to enable a responsive service at all times</li><li>• Hard working and enthusiastic presenting a professional manner at all times</li><li>• Self-motivated</li><li>• Possess a sense of humour</li></ul>	
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