

Job Description
School Office Team Leader
Bournes Green Infant & Bournes Green Junior Schools

Post Title:	School Office Team Leader
Salary:	Level 6
Hours:	37 hours per week, term time plus inset plus 3 weeks in holidays
Responsible to:	Executive Headteacher

Main purpose of the job

For the purpose of this job description, any reference to 'schools/school', will relate to both Bournes Green Infant and Junior Schools.

- To support the Executive Headteacher with the day to day running of the office and wellbeing of staff and pupils.
- To provide financial and HR assistance to both schools and Central Team as well as to contribute to the delivery of an efficient and effective high-quality service.
- To enable the schools to meet their 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.

Finance:

To assist with the monitoring of the school's budget by 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 liaising 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 MAT 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 MAT'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 DfES, 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 keep up-dated, the school's Single Central Register (SCR) reporting any changes to the Centre and cross-checking with all available information

To assist the Centre 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 Executive Headteacher and the Central Team's HR department, with regard to the recruitment process of any new staff, following closely MAT procedures and processes ensuring all job adverts are 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 MAT's procedures comply with legal and regulatory requirements

To complete relevant documentation required for those staff starting and leaving.

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

To be responsible for the administration of the cashless system.

ICT Communication Systems:

To develop the website 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 be responsible for ensuring the website is updated regularly in consultation with the Leadership Team 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 Executive Headteacher, by preparing a wide variety of documents including the Executive Headteacher's report, letters and policy documents.

To oversee the hospitality arrangements for visitors to the school

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

To attend relevant Academy Committee meetings, work with and report to the committee on the school's finance and/or other relevant matters.

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 if 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 MAT and school policies and procedures are followed

To ensure that all duties and services provided are in accordance with the MAT'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 MAT's Data Protection Policy and practices and reporting to the DPO any concerns or requests

To undertake any training commensurate to the post and attend relevant meetings as required by the MAT or the school

To participate in the performance management structure of the school and MAT as directed

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

Date..... Signed(Post holder)

Date..... Signed (Line Manager)

School Office Team Leader Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs including English and Maths • High level of literacy and numeracy • Ownership and commitment to continuous learning and development 	<ul style="list-style-type: none"> • Higher or further education / Admin management or Office management experience
Experience	<ul style="list-style-type: none"> • Minimum 2 years proven office experience • Financial and HR essential • Line management of admin staff • Working with the general public 	<ul style="list-style-type: none"> • Experience of education systems e.g. SIMS, FMS/ similar
Knowledge and Skills	<ul style="list-style-type: none"> • Proven ability to deal with a range of sensitive issues • Ability to work as a member of the team, actively promote teamwork and lead by example • Ability to act professionally and facilitate the resolution of any problems • Ability to respond positively to and actively support the Headteacher and Senior Leadership Team • Experience of managing workload and prioritising tasks • Possess excellent communication skills and have the ability to help visitors and parents feel at ease 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to high quality service delivery • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the school • Flexible to enable a responsive service at all times • Hard working and enthusiastic presenting a professional manner at all times • Self-motivated • Possess a sense of humour 	