



School Office Manager Grade 6
(SCP 12 – 17)
Job Description & Person
Specification

Job Description for School Office Manager

Grade: Emmaus Catholic MAC Pay Scales
Grade 6 (SCP 12-17)
£28,598 - £31,022 per annum FTE (pro-rata 40 weeks, FT £25,545.31 -
£28,214.47)

Line Manager: Principal

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

Level 3 Staff work under the guidance of the Principal with a degree of autonomy. The role involves working closely with Emmaus Catholic Multi Academy Central Team, under the direction of the Chief Finance and Operations Officer.

Staff undertaking a level 3 role will need to have specific skills and experience and may carryout day to day responsibility for regular administrative tasks. The basic entry requirement recommended for this role is NVQ 3. Staff should hold this qualification, or, where the school deems it to be an essential requirement, be working towards it.

SPECIFIC RESPONSIBILITIES

DUTY HOURS

The postholder will be required to work 37 hours per week 8.00am – 4.00pm, 5 days per week, term time only + 1 week in the summer to add admissions plus 5 training days per year – total 40 weeks.

Administrative Duties

- To support with maintaining the school's Single Central Record in line with Keeping Children Safe on Education. Ensuring visitors have the appropriate DBS and paperwork in place to safeguard children.
- Transfer files electronically including updating attendance and assessment data, preparing and sending pupils CTF files, to another school, through the secure web site. Plus, any transitional data for pupils moving between the trust.
- Supporting the Principal and the central HR team with HR / recruitment administration processes, including safer recruitment paperwork, DBS checks, reference checks.
- Maintaining more complex data for both staff and pupils using the schools MIS system (Arbor) as defined by the central policies and procedures.
- Support the Principal with administrative tasks related to staff sickness recording absences using the payroll system and MIS system.
- Support the school with inspections such as Ofsted/CSI/Health and Safety, GDPR and any other area of compliance, supported by the central team.
- Liaise on Principals behalf and deal with enquires from outside agencies, parents, pupils and staff, maintaining the school diary.

- Sending out prospectus packs to prospective parents, send out welcome packs and checking applicants baptismal certificates for admissions.
- Maintain administrative records relating to any lettings.
- Assist with reprographic processes where required e.g. photocopying, laminating, making booklets.
- Administration of daily registers ensuring these are complete and absence calls are made in line with DFE standards for both morning and afternoons Reporting any concerns to SLT.
- Recording of supply staff for MAC central team.
- Administer admissions procedures, liaising with LA and DES where required.
- Manage arrangements for school publications, prospectus and other publicity materials.
- Use of School Communications to send messages and emails to parents and other stakeholders.
- Administration management of Arbor pay and its use to collect payments and permissions for offsite trips and other events. Ensure money is paid by parents and chase where necessary.
- Discussing and dealing with care plans for administering medicine to children, managing unwell pupils and contacting parents.
- Medicine - storing of, ensuring that it is taken, checking that it is in date and the Administering Medicine policy is adhered to.
- Ensure that all damage, break ins are reported to the Principal.
- Draft reply to letters and emails.
- Telephone and reception duties throughout the day, dealing with parents and pupils and hospitality for other school visitors. Managing the telephone system and updating answer phone message when needed, taking messages from the answer phone relating to pupil absence each day.
- Ensure accident procedures followed and reports made to the MAC.
- Arranging school transport where required.
- Processing of before and after school clubs timesheets and administration duties.
- Attend meetings, take and prepare minutes where required.
- Collection of statistical information for DFE, MAC and governors.
- Awareness of Data Protection issues, including data protection administration as required.
- Using Desk Top Publishing packages to design and create high quality school publications.
- Co-ordination, collation and submission of information and documentation relating to secondary school transition.
- Collation and collection of information of school census.
- To contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external contractors.

Finance Duties

- Cash handling for monies taken for charities, uniform sales, books, school donations. Ensure all cash is banked and the MAC central team informed.
- Record/log card net payments taken by parents and report to MAC central team.

- Process purchase requisitions and ensure they are being signed off by Principal, ensuring that they are recorded on the appropriate system and orders raised with suppliers.
- Ensure goods received are monitored and matched to delivery notes, check invoices are being signed off by Principal, ensuring that they are recorded on the appropriate system.
- Reconcile trip/wrap around income - Prepare/initiate correspondence, collect fees and chase non-payment of monies owed to school.
- Update budgeting records for the school with the support of the MAC central team.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the Principal, in their absence an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection.
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for School Office Administrator Level 3

Task	Essential	Desirable
Qualifications and Training		
G.C.S.E's 4 and above in Maths & English	✓	
NVQ Level 3 in Business Admin, or equivalent qualification. Must hold or be committed to work towards within an agreed timescale t.b.c with the Principal.	✓	
Very good numeracy and literacy skills.	✓	
School Management Information System Training (SIMs, Integris or Arbor)		✓
Knowledge and Experience		
Office experience including the development, management and operation of administrative systems.	✓	
Knowledge of School policies and procedures relating to health and safety, attendance, equal opportunities and child protection.		✓
Experience of financial record keeping including processing of invoices, cash handling and reconciliation.	✓	
Practical Skills		
Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Works effectively with a broad range of stakeholders and partners.	✓	
Relevant knowledge of first aid.		✓
Ability to use relevant technology and use a wide range of ICT systems and solutions.	✓	
Committed to safeguarding and welfare of all pupils	✓	
Personal Qualities and Attributes		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
A Knowledge of Equality & Diversity issues.	✓	

Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.	✓	
Ability to relate well to children and adults.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

