



PEARTREE WAY NURSERY SCHOOL

JOB DESCRIPTION

JOB TITLE:	Office Manager
RESPONSIBLE TO:	Headteacher
SALARY SCALE:	H6/H7 (Dependant on experience)
HOURS:	35 hours per week (8am – 4pm) Term time only plus 2 weeks

Purpose of the role: To have strategic and operational ownership of the administrative, HR, Finance, Health and Safety and Premises Management functions of the school, including extended care when in place. Working alongside the SLT to deliver the school ethos in achieving our educational vision for all.

Accountability: The post holder is managed by the Headteacher.

Key Responsibilities:

- Responsible for business and financial management of all school resources including site planning, extended care provision, supporting with budget/financial planning and providing advice to the senior leadership team, governing body and external agencies
- Manage the school's support function through planning, developing, designing and monitoring support systems and procedures which include administration, finance, human resources, IT and facilities management including health and safety.
- Support new staff including carrying out induction and providing information and training support
- Management of facilities, including premises, lettings (where appropriate) and liaising with external contractors
- Responsible for Health and Safety within the school and the impact on all stakeholders. Liaise with Headteacher and Support Co-ordinator to ensure policies and procedures are in place and followed.
- Arrange analysis and evaluation of financial data and statutory reports and information to the SLT, governing body and external agencies.
- Manage the procurement process, including monitoring of service, contracts, licenses and insurance
- Ensure all statutory reporting and school return requirements are accurate and timely
- Ensure the school complies with statutory requirements such as Data Protection, the Freedom of Information Act
- Manage the recruitment process for all staff, from job advert to induction
- Advise and support the Senior Leadership Team on Human Resource matters, admission procedures and cohort needs
- Develop effective relationships with all internal and external stakeholders
- Provide advice and support to the Headteacher.
- Deal in a calm and sensitive manner with all telephone and personal enquiries.

- Greet visitors to the nursery in a welcoming and professional manner

Individuals in this role may also undertake the following:

- Assist the Headteacher and governing body with income generation activities and in promoting and marketing the school.
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others.
- Contribute to marketing and promotion of the school.
- Manage lettings and the use of premises for the use of outside organisations and local community where appropriate.
- Co-ordinate the purchase, repair and maintenance of furniture and fittings.
- Be responsible for effective operation of payroll system and reconciliation with the Nominal Roll.
- Arrange advance cover for staff as required
- Responsible for all aspects of risk management including the production, management and monitoring of the Asset Management Plan
- Responsible for maintaining the school’s Emergency Response Plan
- Participate in training and other learning activities and performance development as required and may involve participating in and attending training both online and in person
- Attend meetings and school events during and outside of school hours as required by the Headteacher

Job Context

- The job holder is responsible for all of the school’s business and administration functions.
- Work will be mostly defined by the operational management of the school but on occasion might be generated by senior and middle managers and by parental and governor enquiries. The requirements of government and other external bodies, including the LA, will be routinely managed by the jobholder.

The above job description is not exclusive or exhaustive and the post holder may be required to undertake other duties as may reasonably be expected within the scope and grading of the post. This job description will be reviewed annually at the start of each PDM cycle to ensure it is an accurate representation of the post.

Signed: **Date:**

Postholder

Signed: **Date:**

Headteacher

Knowledge, Skills & Abilities

- Significant experience in administrative / finance roles.

- Knowledge for developing and management of relevant administrative/financial procedures, including use of relevant ICT packages and systems, and knowledge of administration policies and procedures, acquired through experience over a period of time and across a range of activities equivalent to national qualifications level 4.
- Knowledge of business and administration management, across a range of activities, such as finance, procurement, administration and staff management, acquired through experience.
- Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.
- Plan and manage change in accordance with the School Improvement Plan.

Supervision

- Contributes to the development and maintenance of policies and initiatives, ensuring compliance with all relevant statutory requirements
- Ensure all policies are current, prepared to be taken to Full Governing Board Meetings and updated on the website.
- Makes budget recommendations with implications for the whole school. Manages some groups of school support staff making decisions in relation to the delivery of a range of functions.

Problems, Demands & Decisions

- Business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.
- Medium periods of concentration for meetings, reports, analysis; Management work may be interrupted, and this may require a switch from one activity to another.
- Negotiations with suppliers & deals with sensitive issues e.g., contracts, HR.
- Ensure safeguarding procedures are in place as adhered to generally, particularly in relation to the Single Central List, Filtering and Monitoring, GDPR and recruitment (DBS, medical clearance and satisfactory references)

Dimensions

- Budget management and income generation responsibilities.
- Manage the procurement process, collaborate with the Headteacher to prepare and submit bids for funding.
- May manage a number of small budgets of their own admin, premises etc.
- Will have responsibility for monitoring the whole school budget with the Headteacher.
- The post holder may make budget recommendations with implications for the whole school, which are subject to approval by the Headteacher and/or governors in line with the schemes of delegation applicable to the setting.
- Will be issued with a range of ICT equipment to facilitate undertaken the work of the post.
- The work area that the post holder leads on involves a range of systems, records management and databases.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work is normally carried out in an office environment.
- Exposure to emotionally demanding situations is infrequent.

Staff members name: _____

Staff members signature: _____

Headteacher's name:

Headteacher's signature:

Date: _____

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management process