



PRINCE REGENT  
STREET TRUST

# Hartburn Primary School Office Manager



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## Hartburn Primary School Office Manager

Prince Regent Street Trust wishes to appoint a School Office Manager to manage the school administrative and operational functions. School Officer Manager's may also be responsible for an element of Trust Operations Support for all or a cluster of Trust Schools. Details of specific responsibility will be agreed with the Chief Finance and Operations Officer and may change depending on Trust priorities.

**Salary Scale – Grade K SCP 27-30**

**Term time only plus 3 weeks, 37 Hours per week**

**School PD days and two additional weeks to be agreed with Headteacher & Trust Chief Finance & Operations Officer**

### **Disclosure**

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check.

We are a growing Multi Academy Trust comprising of five primary schools across two local authorities. As a Trust our main priority is to provide the very best education to the pupils in our schools. We work together closely as schools to achieve this aim and also in partnership with a number of outside agencies/organisations.



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### JOB DESCRIPTION

#### **Status of Post:**

This is a senior post within the School's staffing structure, which carries with it membership of the School Leadership Team. This post holder is accountable to and line managed by the Headteacher. As part of this role the post holder will also be required to take directives from the Trust Finance & Office Manager and Trust Estates Manager. The post will require you to work in partnership with the school leadership team, the Trust central team, peers across the Trust and a number of external agencies/organisations.

#### **Job Purpose:**

The Office Manager is responsible for the administration and operations of the academy and the management of all matters pertaining to the organisation and running of the academy. The role is pivotal in supporting the Headteacher and the Central team in the delivery of the Trust's objectives.

#### **Place of Work:**

- Hartburn Primary School, however, there are likely to be occasions whereby travel to other Trust locations are required.

#### **Hours of Work:**

- Hours of work are currently 37 hours per week
- Work patterns are negotiable providing the needs of the trust are met.
- The post holder may be required to work outside of normal hours on occasion, with due notice.

## Key Tasks

### Leadership and Strategy:

- Lead on specific projects and initiatives as directed by the line managers
- Contribute to senior leadership team meetings and attend Trust business meetings as required
- Actively contribute to the development of the organisation by sharing good practice across the Trust
- Provide leadership support to the senior leadership team including undertaking research and obtaining information to inform decision making
- Manage and organise the school's administration and reception functions, delegating responsibility to other admin staff as appropriate
- Supervise the work of an administration team as an ongoing responsibility with regard to the day- to-day organisation and provision of administration support.
- Responding to and answering more complicated non-routine queries from parents/carers/the public and School Staff through being able to offer tailored guidance drawing on an understanding of local procedures and protocols, internal policies and external regulations/legislation relating to the queries received

### Administration:

- Manage the administrative function of the academy, including overseeing the entire office function and staffing, ensuring efficient and effective operations.
- Manage and develop the administrative staff team.
- Ensure that administrative processes and procedures are effective and efficient, and review these on an ongoing basis
- Implement and maintain robust administrative systems and processes, including admissions
- Oversee the academy website ensuring that it remains compliant and updated at all times, and that the academy is promoted effectively through social media
- Act as the point of contact for central team staff for the purposes of collating information and responding to external requests for information – including freedom of information, subject access requests and any other formal request for information.
- Develop and maintain a detailed knowledge of all the relevant administration policies and procedures in school
- Providing technical advice in relation to the school office functions and procedures



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### **Finance:**

- Ensure information is prepared at least weekly for Finance Officers to collect from School.
- Liaise with Finance Officers for any Finance related queries

### **HR and Payroll:**

- Lead and manage the administration of HR policies and procedures
- Liaise with Finance Officers for the amendments or set up of employee contracts
- Prepare and maintain reports and records using the school's computerised and paper-based personnel systems, including the Single Central Register
- Maintain the academy's single central record ensuring that all employees records are completed and updated at all times and correspond effectively with the documentation held in personnel files
- Maintain and update confidential information on the relevant systems including Trust MIS
- Manage and arrange agency cover for the School as and when required
- Monitor staff absence levels, working with HR advisory services when required

### **Estates Management:**

- Ensure the school premises are maintained to a high standard, including health and safety compliance.
- Manage contracts and relationships with external service providers and suppliers.
- Implement robust control of contractors and associated procedures
- Ensure efficient use of resources and manage procurement processes.
- Manage facilities including premises lettings and associated income
- Manage catering and cleaning services to ensure they remain consistently effective
- Coordinate the security and maintenance of the academy site, including oversight of maintenance schedules and the efficient operation of all facilities on the property
- Ensuring effective records of maintenance are recorded within Trust compliance system, EVERY by IRIS



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### **Health and Safety:**

- Ensure the academy's written Health and Safety Policy is clearly communicated and available to all including external visitors
- Ensure that relevant staff are trained in First Aid and that their training is updated as necessary
- Ensure that all statutory testing is carried out annually or in accordance with policy.

### **Compliance and Governance:**

- Ensure the school complies with all relevant legislation and statutory requirements.
- Manage data protection and GDPR compliance.
- Ensure governors are onboarded/offboarded in accordance with Trust policy (including ensuring they have emails and access to relevant Trust systems)

### **Marketing and Communication:**

- Develop and implement marketing strategies to promote the school.
- Manage the school's communication channels, including the website, newsletters, and social media.
- Act as a liaison between the school and external stakeholders.

### **General Responsibilities:**

- Undertake any other duties that are reasonably in line with the general nature of this job description
- Ensure all work is undertaken in line with Trust policies, procedures and guidance documents including (but not limited to); child protection, health, safety, equality, security and confidentiality
- Pay particular attention and adhere to the Information Governance Policy and its subsequent policies and the guidance within, in relation to keeping information and data safe and understanding your individual and collective responsibilities
- Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing



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- Ensure compliance with the Trusts Equality Policy at all times and promote the Trust values of equality and treat all employees and colleagues in a professional and respectful manner at all times.

**The duties, tasks and responsibilities above are not exhaustive and you may be required to take on more areas where required. They should however give you a clear understanding of what will be expected and required to fulfil this role.**

### **Line Management Responsibilities**

- Undertake effective line management and personal development reviews and training of School Administrative team.

### **Trust wide Responsibilities (individuals to agree with Chief Finance & Operations Officer)**

The below are illustrative of what Trust wide duties you may be requested to complete as part of this role. Not all individuals will have a Trust wide role, they will be determined on the needs of the Trusts and capacity of the School teams.

- Leading on all Schools Marketing and Communication strategies
- Leading on all Schools recruitment and onboarding (HR & Payroll Documentation)
- Leading or assisting on procurement activities
- Leading or assisting on projects across the Trust



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### Person Specification Hartburn Primary School Office Manager

Category	Essential	Desirable	Identified
Application	<ul style="list-style-type: none"> <li>Fully supported in references</li> <li>Well-structured application indicating a detailed understanding of the management of facilities in a multi academy trust</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of current issues and their relevance for this school</li> </ul>	Application/ References
Qualification	<ul style="list-style-type: none"> <li>Recognised School business management qualification</li> </ul>	<ul style="list-style-type: none"> <li>Proven experience in a senior financial/operational role, preferably within the education sector.</li> <li>Experience in managing teams and leading projects.</li> <li>Willingness to undertake further CPD</li> </ul>	Application/ Certs
Experience	<ul style="list-style-type: none"> <li>Flexibility in order to adapt to the changing needs of the schools</li> <li>Excellent ICT skills (Adobe Suite and Microsoft)</li> <li>Willingness to undertake CPD and become primary/administrative user of key School or Trust systems relevant to role</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and ability to use Scholarpack</li> <li>Knowledge and ability to use Evolve Trips</li> <li>Knowledge and ability to use Evolve Accident Book</li> <li>Knowledge and ability to use IRIS Financials</li> <li>Knowledge and ability to use IRIS Parentmail &amp; Pluspay</li> <li>Knowledge and ability to use EVERY by IRIS</li> <li>Knowledge and ability to use GDPRiS</li> </ul>	Application / Interview
Professional Development	<ul style="list-style-type: none"> <li>Evidence of relevant CPD</li> </ul>		Application
Skills and Knowledge	<ul style="list-style-type: none"> <li><b>Leadership:</b> Demonstrated leadership skills with the ability to motivate and manage teams.</li> </ul>	<ul style="list-style-type: none"> <li><b>Financial Acumen:</b> Strong understanding of financial management, budgeting, and accounting principles.</li> </ul>	Application / reference / Interview





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Category	Essential	Desirable	Identified
	<ul style="list-style-type: none"><li>• Ability to work with colleagues and contracts from a range of backgrounds.</li><li>• <b>Strategic Thinking:</b> Ability to contribute to strategic planning and implementation.</li><li>• <b>Organisational Skills:</b> Excellent organizational and time-management skills.</li><li>• Highly developed organisation skills managing time well to meet competing priorities.</li><li>• <b>Communication:</b> Strong written and verbal communication skills.</li><li>• Ability to communicate at all levels both verbally and written.</li><li>• <b>Problem Solving:</b> Ability to analyse issues, think critically, and develop solutions.</li><li>• An ability to work proactively to ensure that actions are followed up</li><li>• Ability to be an autonomous practitioner and to ensure that decisions implemented are in the best interest of the Trust.</li><li>• <b>Attention to Detail:</b> High level of accuracy and attention to detail in all aspects of work.</li><li>• <b>ICT Proficiency:</b> Proficiency in the use of financial management software, spreadsheets, and other ICT tools.</li></ul>		



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Category	Essential	Desirable	Identified
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Ability to develop the children spiritually, morally, socially and culturally whilst supporting a broad, creative and inclusive curriculum</li><li>• Appreciation of the importance of exploration and development of effective and innovative approaches to school improvement</li><li>• Ability to build and sustain effective working relationships and partnerships with staff, governors, board members, parents/carers and the wider community and demonstrate enthusiasm and sensitivity while working with others</li><li>• Ability to work in partnership with schools, key agencies and organisations</li></ul>		Application / reference / interview