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## Staffordshire University Academies Trust

Post Title	Grade
<b>Office Manager (including Health and Safety)</b>	Grade 7

### Statement of Purpose

Under the guidance and direction of the Headteacher and Senior Management Team, organise and deliver effective financial and administrative systems within the school and manage Health and Safety throughout the school.

### Support Financial Management

- Management and efficient operation of the school's accounting function according to agreed procedures.
- Provide financial management information to and directly advise the SMT.
- Monitor accounting procedures and resolve any problems, including the ordering, processing and payment for all goods and services provided to the school; the operation and regular reconciliation of bank accounts; and preparation of invoices, collection of fees and other dues, and recovery of bad debts.
- Undertake general financial responsibilities including processing invoices, processing and distributing orders, receipt and recording of monies.
- Prepare monthly management accounts and liaise with the central team and auditors in connection with the budget and School Fund account.
- Be a point of contact with regard to gifts and other donations.
- To be involved in projects that relate to finance: obtaining quotes, advising staff of best value.
- Monitor closely all financial records.
- Monitor and record all monies for school trips and ensure accounts balance.
- Help manage the school lettings arrangements.
- Monitor and manage stock within an agreed budget, cataloguing resources on the school fixed asset register and undertaking audits as required.
- Support the planning, monitoring and evaluation of budget including: planning, prioritisation and budget allocation within the financial budget for the school.
- Undertake the administration of payroll systems.
- Manage expenditure within an agreed budget.

### Support Organisational Management

- Take a lead role on the development of office systems and processes.
- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.

## **Support Facilities Management**

- Liaise with grounds maintenance providers to ensure they meet the needs of the school
- To manage external contractor repairs/maintenance
- Liaise with contractors in connection with general building/maintenance works for the school including: ○ obtaining quotations and/or ○ site visits
- Contribute to the annual planning in relation to the school facilities
- Maintain the Asset Management Plan
- Assist in procurement of services
- To prepare reports for the School's Governing Body's Premises/Health and Safety Committee meetings

## **Support to Health and Safety**

Under the guidance and instruction of the Headteacher:

- To update the School Health and Safety Policy for approval by the Governors
- To continuously monitor and review the Health and Safety policy
- To assist with the writing and updating of other school policies containing a Health and Safety element
- To advise staff on Health and Safety matters as required
- To provide/arrange staff Health and Safety training as required. E.g. use of fire extinguishers, use of ladders, manual handling etc.
- To complete Health & Safety audits, analyse the audit results and prepare reports for SLT
- To liaise with the Site Supervisor on Health and Safety issues
- To act as Fire Officer, organising risk assessment and fire drills
- To organise a team of fire marshals to cover all areas of school buildings
- To liaise with LEA Health and Safety Officers
- To liaise with Emergency Services
- Prepare risk assessments and COSHH assessments as required
- To arrange for annual PAT testing of electrical equipment in school

## **Line Management**

- May involve line management responsibility of between two and five members of support staff (may include admin and site staff).
- Liaise between managers/ teaching staff and support staff.
- Hold regular team meetings with support staff.
- Undertake recruitment/induction/ appraisal /training/mentoring of other staff.
- Supervise, train and develop staff as appropriate.

## **Support to Pupils, Parents and the Community**

- Deal with complex reception/visitor etc. matters.
- Organise school trips/events etc.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.

## **Support to Other Staff**

- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Body.

## Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with pupil needs as appropriate during the school day.

### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the postholder and the relevant trade union before submitting for re-evaluation.***

## Person Specification Finance Officer with Health & Safety

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in an office environment at a senior level.</li> <li>• Budget management experience in addition to management of financial systems.</li> <li>• Experience of application of Health and Safety regulations and procedures</li> </ul>	AF
<p><b>Qualifications / Training</b></p> <ul style="list-style-type: none"> <li>• NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline.</li> </ul>	AF
<p><b>Knowledge / Skills</b></p> <ul style="list-style-type: none"> <li>• Good organising, planning and prioritising skills</li> <li>• Methodical with a good attention to detail</li> <li>• Very good numeracy/literacy skills.</li> <li>• Excellent communication skills.</li> <li>• Effective use of ICT packages.</li> <li>• Good presentational skills.</li> <li>• Ability to organise, lead and motivate other staff.</li> <li>• Ability to plan and develop systems.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Understanding of Health and Safety legislation and knowledge of Health and Safety regulations</li> </ul>	AF/I

<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Builds personal relationships with stakeholders, through regular contact and consultation.</li> <li>• Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive</li> <li>• Open, honest and an active listener</li> <li>• Takes responsibility and accountability</li> <li>• Requires minimum supervision.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Identifies and overcomes barriers and manage risks.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li>• Customer focused and committed to the provision and improvement of quality service provision</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Has the ability to learn from experiences and challenges</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> </ul>	<p>AF/I</p>
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AF - Application form | - Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***