



Headteacher Mrs Mary-Claire Hardie

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Job Description Office Manager

Responsible to:	Head teacher
Hours:	35 hours per week
Duration:	TTO plus 2 weeks
Grade:	Grade 8 – Point 18 £24,982 Pro Rata
Main Location:	St Thomas More School Catholic Primary School Oxford Road Kidlington OX5 1EA

Purpose:

- Under the guidance of the Head teacher be responsible for undertaking administrative, financial and organisational processes within the school.
- Assist with the planning and development of support services
- Under the guidance of the Head teacher supervise any non-educational support staff e.g. receptionists, administrators caretakers

Liaising with: Academy Head teacher; Pope Francis Catholic Multi Academy Company services and other employees of the Mac

Main (Core) Duties

Organisation

- Deal with complex reception/visitor matters
- Be responsible for implementing MAT systems, procedures and policies with the guidance of the Pope Francis Catholic Multi Academy Central services team
- Supervision of any non-educational support staff e.g. receptionists, administrators caretakers
- Represent the support staff at relevant meetings

Administration & ICT

- Manage manual information systems

Chair of The Board of Directors: Mr Paul Concannon

An academy within The Pope Francis Catholic Multi Academy Company which is a company limited by guarantee and an exempt charity registered in England and Wales with company number 9113542 and registered address Addison Road, Banbury, Oxon, OX16 9DG.

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- Develop and monitor computerised management information systems with the support of Pope Francis Catholic Multi Academy ICT manager
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake word-processing, spreadsheets and complex IT based tasks
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES e.g. Schools workforce return, pupil census. Be responsible for the submission of relevant information to SLT, the Local Academy Committee, Pope Francis Catholic Multi Academy Central Services and outside agencies e.g. DfES
- Provide administrative and organisational support to the Local Academy Committee (not to include clerking of meetings) Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising and seek guidance from Pope Francis Catholic Multi Academy Central Services where appropriate
- To ensure that the school's website is kept up to date and conforms with statutory requirements and data protection rules with the support of the Pope Francis Catholic Multi Academy Governance Manager

Resources

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school

Finance

- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations and the Pope Francis Catholic Multi Academy Finance Manual
- Undertake complex financial administration procedures
- Assist with procurement within in accordance with Pope Francis Catholic Multi Academy policy.
- Assist the Head teacher and Central Services to plan, monitor and evaluate the budget
- Manage expenditure within an agreed budget

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HR

- Assist the Head teacher with recruitment and appointment of staff with the advice of the Pope Francis Catholic Multi Academy HR manager, for example advertising, interview arrangements, template letters
- Complete Catholic Education service template contracts
- Undertake the administration of the Pope Francis Catholic Multi Academy payroll system for the school
- Assist with implementation of recruitment/induction/appraisal/training/mentoring systems for support staff. Induction of ALL staff for H&S/ Premises
- Monitor sickness absence and support the Principal in implementing the sickness absence policies with the advice of the DBMAC HR manager and external HR advisors.

Premises

- Manage administration of facilities including use of school premises Identify the need for and obtain any appropriate licences and insurance with the support of Pope Francis Catholic Multi Academy Central services
- Provide access to premises for scheduled maintenance or building works during school holidays
- Develop work specifications and manage service contracts for locally procured services e.g. washroom services, grounds maintenance or cleaning.
- Responsible for management of Health & Safety within the school (under the oversight of the Principal)

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Policies

- To support communication of the Board's approved policies with in the school as appropriate.
- To ensure that a register of all Pope Francis Catholic Multi Academy policies is maintained and that policies are readily available to stakeholders.
- To ensure that all local policies are reviewed on schedule and updated where necessary by the responsible person(s)

Disclosure Level:

- Enhanced

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