

Office Manager/Bursar Job Description

Grade H, based on Job ref: 1377

30 hours per week (arrangement of hours to be agreed)

Hours will be concentrated in term time, but flexibility to work during the school holidays on request is required. Additional hours will be paid or reimbursed with time off in lieu.

Key features

Complete the more complex operations within the work area , handle a wide range of detailed issues referred by colleagues and service users, be a trouble shooter for referred problems, provide a point of contact for service user feedback of a specialist nature to meet service standards

Supervise team(s) working on a range of tasks or team(s) working on discrete tasks.

Provide assistance to the Head Teacher to support them in their accountability for financial and general management

Schedule own work load, involved in :

- co-ordinating external resources
- work from other service areas
- allocating work to a small work group or discrete team

Act as a first point of contact for Blakesley School, provide an information and advisory service to visitors to the school and staff as needed.

Maintain the office areas so as to promote a positive image of the school and to ensure that Health and Safety regulations are adhered to.

Show courtesy and effectiveness in dealing with other people.

Ask questions, seek clarification and exchange information using tact and diplomacy

Use factual knowledge and report on factual information, including financial information, to persuade others to take a course of action.

Use above average levels of tact, diplomacy and courtesy to advise, guide and supervise colleagues and deal with service users

Contribute at a team level to monitoring resources, including financial resources.

- Monitor school budget and provides management information.
- Provide input on policy implementation and business planning.
- Involvement in project work

Interact with colleagues, head teachers, teachers, support staff, governors, parents, pupils and members of the public

Attend appropriate training courses to maintain and increase expertise at all levels of administration, ensuring particularly skills are maintained in LA mandated school management software.

Working in the environment	
Producing Documents	Supervise and produce the allocation, standard and completion of work on a wide range of administrative duties to ensure an effective clerical and administrative service is provided to the school, for example: undertaking general word processing for the whole school staff, responding to incoming telephone calls, answering queries, taking messages, prioritising these and passing them to appropriate staff in a timely manner, generate and circulate general information correspondence/ newsletters for parents.
	Produce a wide range of detailed complex or specialist documents to ensure that the needs of the school team are met (administrative support for the election of parent governors,
Filing and retrieving Documents	Manage filing, retrieval and archiving systems within the team that will include recommending, initiating and drafting changes when appropriate, to ensure an efficient record management system (manual and computerised) and compliance with data protection requirements Ensure that all IT systems are properly backed-up in accordance with operating procedures and data regulations
Record keeping and Reporting	Supervise or manage the maintenance and accuracy of manual and computerised records/ management information systems including: Pupil records: Maintaining and updating SIMs, in line with the Data Protection Act Produce 'leaver' information Completion of LA and DfES returns Input teacher assessments and SATs results, sending results to LA and NCA Sending CTF to secondary schools for transition Ensure that pupil records are forwarded to new schools in paper and CTF files as appropriate Maintain pupil attendance registers and weekly attendance summaries Personnel records (recruitment and leavers, DBS checks, payroll data, Single Central Record, interrogate discrepancies) Finance records Oversee the production and updating of school financial procedures in accordance with financial regulations and audit requirements. Prepare all documentation for annual private fund audit Prepare school budgets including the provision of accurate estimates, forecasts and projections in conjunction with the Head teacher and Governors' Finance Committee Initiate and implement change, to meet agreed service standards and support efficient school management
Providing clerical and other support and guidance to service users	Provide administrative and secretarial support and guidance on diverse and often confidential issues to the Head Teacher and Governing Body to support efficient school management Assist the Head Teacher to prepare, plan, set and monitor the annual budget to support the school in delivering its financial objectives within budgetary allocation

	<p>Attend school management meetings and Governor meetings as requested and contribute at a strategic level with regard to financial planning, resources, staffing, personnel, systems, marketing and site management.</p> <p>Contribute to the development of the school business plan, including the school long-term strategy for the future development of the school.</p> <p>Manage the administration of payroll systems and/or other complex administrative systems and procedures to support efficient service delivery requirements (including overtime claims, supply teacher salaries, payroll queries through liaison with HR/Payroll)</p> <p>Carry out the school's accounting procedures: monitoring and controlling spending and budgets, interrogating discrepancies, organising and managing financial administration, verification and process receipts and payments, reconciling bank accounts, preparation of VAT returns, handling cash, banking</p> <p>Monitor accounts ensuring legitimate and appropriate use of school funds, preparing reports and documentation for external organisations, to support efficient school management</p> <p>Supervise health and safety arrangements within the school to ensure a safe working environment, overseeing the school's risk management, ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.</p> <p>Assist with pupil welfare, such as first aid, reporting attendance, school trips, events, liaising with appropriate service users within agreed policies and procedures to meet the needs of the school</p> <p>Where appropriate, support staff in contacting parents/ carers of children who are taken ill whilst at school</p> <p>Support members of teaching staff with the organisation of pupil health checks</p> <p>Manage Universal Free School Meals as well as Free School Meals. Manage the administration and co-ordinate/liase with the caterer regarding the school's general meals service..</p> <p>Operate uniform and other sales within agreed policies and procedures to meet the school's requirements</p> <p>Administer employment of supply teachers, including booking and payment</p> <p>Assist with the administration of educational visits, residential visits, visitors, photographers etc.</p>
<p>Handling enquiries and queries and undertaking reception duties</p>	<p>Supervise and handle more detailed and complex issues referred by school and respond to complaints to ensure that correct procedures are followed and service standards met</p>
<p>Planning and managing diaries and meeting schedules</p>	<p>Plan, co-ordinate and implement personal diary, meeting schedules, trips and events, provide documentation and notify attendees to ensure that business is completed within agreed standards and meets the school's requirements</p> <p>Keep the Head teacher fully briefed and updated on all meetings and events to facilitate effective school management</p>

Dealing with formal correspondence	Sort, refer, monitor progress and respond to formal correspondence and draft straight forward responses to formal correspondence requiring approval, to ensure that the school's standards and business requirements are met
Working with people	
Developing the team	<p>Assist with the recruitment of school staff as requested: including the provision of all costings for potential and actual staff recruitment or possible change of existing contracts for Head teachers and Governors</p> <p>Supervise, coach and mentor less experienced colleagues and team members to support the achievement of individual and team performance and development objectives</p> <p>Supervise site manager over day to day maintenance problems.</p>
Working with resources	
Allocating, monitoring and managing resources	<p>Process purchase orders, invoices and payments Barclays Account using SIMS FMS. Manage school fund accounts. Perform bank reconciliation on all school accounts. Monitor cash flow to ensure the school is never overdrawn.</p> <p>Manage all non-public funds including the production and presentation of accounts as required to the Governors' Finance Committee. Ensure appropriate security and authorisation arrangements.</p> <p>Record all income and input into the correct ledger codes. Send out invoices for income.</p> <p>Ensure the provision of resources and office supplies to minimise waste and maintain the effective operation of the school</p> <p>Maintain the school's outgoing postal system as appropriate to meet the needs of the school, resourcing it appropriately.</p> <p>Manage facilities including premises, use of buildings and associated income to support delivery of the service</p> <p>Liaise with providers of goods, service contracts to negotiate supplier agreements in accordance with Best Value Frameworks, to meet financial targets. Regularly review these to ensure Best Value for money and high service standards.</p> <p>Maintain all contracts for repair and maintenance supplies (obtain 3 quotes when expenditure is £1000+. Prepare tender documents for expenditure £5000+</p> <p>Manage building projects and maintenance work undertaken on the school premises. Act as a first point of contact for liaison with related professionals, services and agencies.</p> <p>Ensure all insurance documentation is up to date. Seek professional advice on insurance, implement and deal with any claims that arise, to ensure that the school operates within legal and council framework.</p> <p>Assist with the procurement of funds and sponsorship from companies to meet financial targets and enhance service delivery</p> <p>Assist and support the school in marketing and promoting service area to enhance service delivery</p> <p>Manage employee absence records, reports and arrange cover in accordance with policies and procedures so that service delivery is maintained</p>

Working with information

Providing Management Information

Produce and report detailed analysis and evaluation of data, including financial, and draft detailed reports/information as required to support the planning and development of school budgets and performance.

Monitor expenditure against budget and produce regular financial reports for Head teacher, Governors, teachers and LA

Prepare statistical information in respect of financial management i.e. PE Funding and Pupil Premium Funding

Be accountable to governors; to include reporting the allocation and strategic planning of resources to the Governing Body as requested.

Attendance at Governor Resources and Full Governing Body meetings as requested.