



FRESHFIELD PRIMARY SCHOOL

JOB DESCRIPTION: Office Manager & Clerk to the Governors
Band G

RESPONSIBLE TO: Head teacher

Main purpose of the role

To be responsible for effective whole school administration and communication, financial, human resource and organisational systems, with considerable independence and being accountable for actions.
Responsibility resources within a budget, having a lead role in the marketing/promotion of the school, securing sponsorship/funding.

Objectives

To work flexibly as part of a team ensuring processes are followed, tasks completed and deadlines are met.

Duties

Office Manager

- To take a lead role in the planning, development, design, organisation and monitoring of support services and whole school systems, procedures and policies.
- Take a lead role in the development and maintenance of manual/computerised record/information systems.
- Provide detailed analysis and evaluation of data/and produce detailed reports/information as required.
- Produce and respond to complex correspondence.
- Manage the administration of the payroll system.
- Manage financial and human resource administration procedures including complex administrative procedures.
- Responsible for the completion and submission of complex internal and external forms and returns.
- To manage and resolve complex telephone and face-to-face enquiries in accordance with school policies and procedures.
- Responsible for the organisation of school trips, visits by the school nurse, photographer, linked schools, parents etc. including insurance and risk assessments.
- To assist in the administration of prescribed medication, liaising with parents/carers and/or staff etc.

- To manage the Headteacher's diary including the arrangement of meetings, appointments etc.

Clerk to the Governors

- Copy and circulate the approved draft to all governors within the timescale agreed with the governing board.
- Work effectively with the Chair and Headteacher in preparing a purposeful agenda, which takes account of DfES and Local Authority and is focused on school improvement.
- Record the attendance of governors at meetings and take appropriate action regarding absences.
- Clerk the governing board meetings taking notes to prepare minutes, including indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions, in accordance with School Governance Regulations.
- Clerk the statutory and non-statutory governing board committees as required.
- Send drafts to the Chair for amendment/approval within five days of the meeting.



- Maintain records of governing body correspondence. Work with the Headteacher and others to ensure agenda papers are produced on time.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting
- Maintain a register for the governing board of governors including attendance, vacancies and new appointments and correspond with the relevant agencies when a vacancy occurs.
- Conduct elections for elected governor positions and for the position of the Chair.
- Take action on governing board's agreed policy to support new governors, taking account of the guidance for Headteachers and Chairs of Governors on the National Training Programme for New Governors and induction materials/courses made available by local authorities and others.
- Contribute to the production of a governing board year planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and committees.
- Maintain register of membership of committees and working parties and details of specific governor correspondence e.g. Safeguarding Governor.
- Ensure completion of a register of governing board business/pecuniary interest, reviewed annually and kept within the school to comply with audit regulations.
- Liaise with appropriate offices within the Local Authority to follow up queries arising from the meeting e.g. Legal/staffing and feedback to Chair/Headteacher.
- Chair that part of the meeting at which the Chair is elected and advise on parent and staff governor election procedures.

Resources

Office Manager

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.
- Provide guidance and advice to staff and others on complex issues.
- Take a lead role in budget planning, expenditure, monitoring and evaluation and the provision of regular reports to the School Management Team (SMT) and Governing Body as required.
- Manage all financial administration and sign off/close down end of year budget in accordance with the financial regulations.
- Undertake research and obtain information to inform decisions.
- Lead role in procurement and securing sponsorship/funding.
- Manage facilities including premises, lettings and associated income, building and projects.
- Manage school licences and insurance.
- Take a lead role in marketing and promoting the school.
- Responsible for the management of ICT network.
- Management of Health and Safety in the school.
- Responsible for the negotiation of contracts for large-scale purchases and bulk buying contracts in association with others as appropriate.

Clerk to the Governors

- Advise the governing body of governance legalisation and procedural matters where necessary before, during and after the meeting
- Advise on the requisite contents of the school website and contribute to the school profile.
- Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the governing body.
- Comply with all the Councils Financial and Contract Procedure Rules.



Support for the school

- Be aware of and comply with school 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 and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

Note: This is not a comprehensive list of all tasks, which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

The post is subject to Enhanced Disclosure.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for who he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times.

The post holder must sign to denote they have read and understand both the Child Protection Policy and the Keeping Children Safe in Education document.

All staff are expected to adhere to the school's Staff Code of Conduct.



PERSON SPECIFICATION
Office Manager & Clerk to the Governors

<u>QUALIFICATIONS AND TRAINING</u> <ul style="list-style-type: none"> • Level 2 qualification in Numeracy/Maths and Literacy/English or relevant qualification. • NVQ Level 4 or Degree or equivalent qualification or experience. 	E E
<u>EXPERIENCE</u> <ul style="list-style-type: none"> • Several years' experience of working in an office environment at a more senior level. • Knowledge of relevant policies/codes of practice and an awareness of relevant legislation. • Appropriate knowledge of First Aid. • Basic awareness of inclusion, especially within a school setting. 	E E D E
<u>SKILLS KNOWLEDGE</u>	
<u>Communication & Influence</u> Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in an effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.	E
<u>Team working</u> Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.	E
<u>Organisational awareness</u> Keeps up to date with educational developments, analysing and interpreting how this impacts on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information	E
<u>Adaptability</u> Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.	E
<u>Use of technology</u> Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.	E
<u>Professional Values and Practice</u> Demonstrates high expectations for all pupils. Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration. Ability to work collaboratively with colleagues and carry out the role efficiently, knowing when to seek help and advice. Ability to improve your own practice through observations, evaluation and discussion with colleagues.	E