

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Office Manager or Administrator	
Directorate: Education	Post No:
Section: Management and Administration	Date: 14 May 2014
Responsible to: Headteacher / School Business Manager	

Job Purpose

Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Organisation:

3. Deal with complex reception / visitor etc. matters.
4. Contribute to the planning, development and organisation of support service systems / procedures / policies.
5. Organise school trips / events etc.
6. Supervise, train and develop staff as appropriate.

Administration:

7. Manage manual and computerised record / information systems.
8. Analyse and evaluate data / information and produce reports / information / data as required.
9. Undertake typing and word processing and complex IT based tasks.
10. Provide personal, administrative and organisational support to other staff.

11. Provide administrative and organisational support to the Governing Body.
12. Undertake administration of complex procedures.
13. Complete and submit complex forms, returns, etc., including those to outside agencies e.g. DfES.
14. Undertake the administration of Payroll systems.

Resources:

15. Operate relevant equipment / complex ICT packages.
16. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
17. Manage uniform / snack / other 'shops' within the school.
18. Provide advice and guidance to staff, pupils and others.
19. Undertake research and obtain information to inform decisions.
20. Assist with procurement and sponsorship.
21. Assist with marketing and promotion of the school.
22. Manage administration of facilities including use of school premises.
23. Undertake complex financial administration procedures.
24. Assist with the planning, monitoring and evaluation of budget.
25. Manage expenditure within an agreed budget.

Responsibilities:

26. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
27. Be aware of and support difference and ensure equal opportunities for all.
28. Contribute to the overall ethos / work / aims of the school.
29. Establish constructive relationships and communicate with other agencies / professionals.
30. Attend and participate in regular meetings.

31. Participate in training and other learning activities and performance development as required.
32. Recognise own strengths and areas of expertise and use these to advise and support others.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.