

Thedwastre Education Trust is a local multi-academy trust in the heart of Suffolk. Our four village primary schools work very closely together to use the talents within all our schools for the benefit of our pupils.

We are looking for talented and enthusiastic individuals to work in our schools who embrace our ethos of partnership, collaboration and mutual support and will flourish working within our growing family of schools.

**Title of Post:** Officer Manager & Finance Officer

**Location:** Woolpit/Great Barton/Thurston/Rattlesden Academies

**Purpose of the Job:** To provide comprehensive and efficient administrative and business support working with Office Managers across the Trust, improving and standardising administrative processes and managing a team of academy office administrators. Liaison with Trust Finance Manager.

**Accountable to:** Head teacher

**Scale / salary:** Grade 4/ Full time salary range: £19238 - £24717

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**Job Description – Office Manager & Finance Officer**

The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

This job description sets out the key duties and responsibilities and the duties listed are examples for this grade of post, however, similar duties may still be undertaken by the post holder and are not excluded because they are not listed.

The post holder will need to have knowledge of relevant Trust policies and procedures and will be required to act on their own initiative, manage and prioritise the work load of themselves and others, analyse and interpret information and situations and resolve problems with their sphere of responsibility.

**Key Responsibilities: Managerial**

* Line manages a team of office administrators providing guidance and support to ensure standardised systems and processes are in place across all Academies.
* Working collaboratively with other Office managers’ co-ordinate and lead administrator team meetings and training sessions.
* Ensure adequate administrative provision in each Academy providing cover for sickness as required.
* Co-ordinate and carry out, after appropriate training, annual staff appraisals ensuring that any development and training identified fits with Trust objectives.
* Support Head Teachers in the recruitment of Office Administration staff.
* Regularly review internal and external customer feedback on services provided by the administrative team and make improvements where necessary.
* Lead on implementing new ways of working across the Trust where required.
* Working collaboratively ensure that appropriate IT and electronic systems are used for payment and communication.

**Key Responsibilities: Administrative**

* Develop and implement administrative and business systems and processes that reflect current practice and use new technologies where ever possible to improve efficiencies.
* Ensure that administrative processes and systems, where possible, are standardised across the Trust.
* Ensure that all statutory returns and records are completed in a timely way such as the school census, Single Central Record.
* Ensure that receptions and front offices are professional and welcoming entrances in each Academy.
* Act as the first point of contact for the Trust for all telephone enquiries responding to queries or passing on messages to the appropriate member of staff as necessary.
* Greet and welcome all visitors and ensure that they are signed in for security and health and safety purposes, including making checks for safe guarding as appropriate.
* Check and respond to emails and sort incoming and outgoing post as appropriate.
* Liaise and maintain electronic diary for the Head teacher, arranging meetings and appointments as required.
* In conjunction with the HT and Chair of Governors, oversee the collation, preparation and distribution of Trust/Academy newsletters and all external communication with parents and governors, ensuring that the Academy website has relevant and up to date information at all times.
* Liaison with external suppliers and providers of services as required.
* Co-ordinate recruitment administration processes and staff contract management ensuring compliance with safeguarding recruitment practices.
* Liaise with payroll re new staff contracts, leavers and any changes in hours and ensure new contracts are issued in line with Trust policy.

**Key Responsibilities: Financial**

* Receive and process monies/income/invoices including processing and banking of cash/cheques and issuing of receipts.
* To ensure accurate data entry onto the Academy electronic purchase ledgers to include ordering, invoices, deliveries and supplier payments.
* Administer Staff Absence insurance for the Academy.
* Co-ordinate collaborative purchasing for office equipment and supplies making efficiency savings where possible.
* Liaise with Trust Finance Manager to ensure information is up to date in each Academy for month end reporting.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other reasonable duties that may be required from time to time within the scope and grade of this post and the changes and developments within the Trust.

**PERSON SPECIFICATION**

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| **Attribute** | **Essential** | **Desirable** |
| Qualifications | * GCSE or equivalent level education or ability to demonstrate competency at this level * NVQ 3 or equivalent qualification in administration or business * RSA II |  |
| Knowledge / experience | * Experience of a wide range of office and administration systems and processes * Experience of managing staff * Experience of prioritising work and those of other staff to meet deadlines * Experience of using of using Microsoft packages such as word, excel * Experience of using finance software and producing basic finance reports * Experience of organising and arranging events and meetings * Experience of implementing new administrative systems and processes | * Experience of working in a School/Academy environment * Previous experience of handling money and finance data entry * Updating websites * Experience of undertaking staff appraisals * Project management experience * Experience of dealing with complaints |
| Skills / abilities | * Excellent organisational and administrative skills * Advanced key board skills * Excellent ‘customer’ service and telephone manner with the ability to deal with enquiries accurately and succinctly by email, on the telephone and face to face |  |
| Personal qualities | * Excellent communication skills both written and verbal * Ability to remain calm under pressure * Ability to use own initiative and problem solve within sphere of role * Ability to travel within the Trust | * Flexible approach to working hours in order to cover sickness and unexpected leave |
| Behaviours | * Team player * Flexible approach |  |