



Deputy Office Manager

Job Description

CONTRACT:	Permanent contract, Full time (52 weeks)
PAY:	Band E
HOURS:	Monday to Thursday - 8am-4pm and Friday 8am-3:30pm
Responsible to:	Headteacher Chief Finance Officer Office Manager

Overall Context

- To assist the Office Manager with the operation and coordination of the school's finances, administration and personnel.
- To provide practical support and guidance to the office team with regard to the school's finance procedures and administration.
- To assist with the implementation of best value and compliance with the Academy Financial handbook, audit frameworks and policies including for anti-bribery, corruption and fraud, gifts and hospitality and whistle blowing.
- To treat financial and personal/staff information with sensitivity and confidentiality.
- To be aware of and comply with the school's Financial Regulations and Standing Orders.
- To ensure that the school's financial systems and procedures are implemented consistently.

Detail of duties and responsibilities

Finance:

- To complete the weekly payment/bacs run.
- To manage the school's petty cash to include issuing cash to staff, record receipts received; enter voucher details ensuring VAT is recorded correctly on to finance software for petty cash claim; balance cash and receipts. Complete PV voucher for required Imprest amount and collect cash from the bank.
- To manage the school's Sales Ledger. Raise invoices for staff and lettings ensuring VAT is recorded correctly. Maintain debtors accounts and chase any outstanding debts.
- To assist with the preparation for the financial year end as required.

Lettings:

- To deal with enquires from the public and liaise with the Assistant Headteacher.
- To attend meetings for new hirers and make notes when relevant.
- Check completed booking application form from hirers and enter details onto the lettings calendar.
- Check relevant paperwork is received from hirer to satisfy SG requirements and file.



- Raise invoices for all hire of rooms/facilities that occur.
- Chase payment of outstanding invoices.
- Check site staff lettings claims and pass to the Office Manager for processing.

HR/Personnel:

SIMS

- To record staff absences and produce monthly absence report for Deputy Headteacher (Director of CPD & Staffing)
- To enter staff absences on Agresso.
- To enter any staff absence without pay on Agresso.
- To update changes to contracts on sims
- To dispose of personnel files where appropriate

Workforce Census.

- To be prepared annually.
- To produce reports ready for checking and authorisation by the Headteacher.
- To submit data as required to DfE
- To attend SIPS training annually to keep up to date with any changes.

Salary Review letters. -

- To prepare letters annually for Teaching and Support Staff and check to payroll reports with Office Manager.
- To submit letters to the RO for internal audit.
- Prepare and distribute letters to staff ensuring letters are signed for.

Reprographics:

- To be responsible for the effective and efficient operation of Reprographics Department, its services and facilities.

GDPR:

- To maintain the GDPR Data Breach log
- Liaise with GDPR Data personnel on current legislations

Insurance Claims:

- To process and monitor insurance claims.

Other General Duties:

- To attend and record minutes of Senior Leadership Team meetings (in the absence of Office Manager) and staff briefings and other meetings as required.
- To maintain holiday records for full time support staff and ensure that holiday applications have been correctly approved and are recorded accurately.
- To ensure that the school minibus is insured, taxed, MOTed and serviced regularly.
- To attend any necessary training that will help to improve the skills, knowledge and capabilities of the post holder and enable them to discharge the duties described above in line with best practice.



Other Office Duties:

- To cover reception during breaks on a rota basis.
- To maintain the register of Business Interest forms for staff and governors
- To provide administrative support to the Head and Deputy Head teachers as and when required.
- To update staff pigeon-holes
- To help support internal and external audit work required by the school, the Responsible Officer and Company auditors.

To support the Office Manager with:

- Checking/approving orders.
- Checking a Bacs run.
- Entering cashbook receipts and payments on Civica Financials.
- Processing and entering invoiced and non-invoiced income on Civica Financials.
- To approve invoices prior to Bacs run.
- The post holder must attend any necessary training.
- Any other duty that may be appropriate to achieve the objectives of the post commensurate with the post holder's salary grade, abilities and aptitudes.

Other

- The post holder must at all times carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for KCSIE 2026 or any update, Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- The post holder must attend any necessary training.
- Any other duty that may be appropriate to achieve the objectives of the post commensurate with the post holder's salary grade, abilities, and aptitudes.

Signed _____ Date _____
(Deputy Office Manager)

Signed _____ Date _____
(Headteacher)