

Job Description and Person Specification

Job details

Job title: Office Manager

Directorate: Children and Education

Reporting to: Children and Family Hub Manager

Direct/indirect reports: Yes

Budget responsibility: Yes

Grade: PO2

Leadership level: Front Line Management

DBS requirement: Yes

Job description

Purpose of the post:

- To maintain the Children and Family Hub financial systems in order to facilitate effective financial control within the Centre.
- To ensure that appropriate systems of accountancy are in place in the Hub
- To monitor all budget holder accounts in collaboration with the Children and Family Hub Manager
- Support the senior leadership team in developing the business and resource management. Ensure high quality performance through effective monitoring, evaluation, development and best value approach to the use of resources to enable services to deliver best value.
- To support the administration /reception team to deliver front line services.
- To work with the admin/reception team on data imputing, monitoring quarterly data and report to senior leadership team
- To lead the admin/reception on data management and monitoring
- To oversee admin/reception work rota and cover

Main duties and responsibilities:

Deliver outstanding service

- Implement and maintain effective financial control of the Children and Family Hubs financial systems and accounts
 - In collaboration with the Children and Family Hub Manager, be responsible for management of the Centres accounting function
 - Organise and supervise administrative systems within the centres. Contribute to the planning, development and monitoring of support services and/or management of support staff.
 - Advise the Children and Family Hub Manager on financial matters
 - Support the improved outcomes for all children, parents and other users of the Centre by providing a robust, innovative and comprehensive administration service to the Children and Family Hub Manager and the Family Hub team
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- Create systems for monitoring, evaluation and assessing services delivered from the Children and Family Hub
 - Design appropriate processes and forms to monitor visitors and other attendances to the Family Hub, in line with the Health & Safety policies

Make best use of resources

- To monitor and maintain all ICT, staffing and administrative systems
- To ensure systems and practices are in place for the recording and maintenance of the Centre's administrative and staff personnel records, including leave, training and sickness absences
- Create and provide information packs to promote the service jointly with the teams, using in-house facilities and external publishers as approved by the Head of Children and Family Hub
- Ensure that the Reception and other public areas are tidy, welcoming and neat by ensuring that the staff responsible for these areas follow laid down procedures and systems.
- To co-ordinate the purchase of goods and supplies using best value principles
- To be responsible for maintaining an assets register

Develop strong relationships across teams and with partners

- Generate financial monitoring reports for Hackney Education, Children and Family Hub Manager, Advisory Board Children's Neighbourhood Partnership Board, Parent/Carer Forum and Senior Management Team. Manage and complete the necessary financial returns, grant claims and disbursements
- In conjunction with the Children & Family Hub Manager, prepare the annual budgets and monthly expenditure accounts for discussion with the senior management team meeting and Children's Neighbourhood Partnership Board as requested

Reflect best practice and ensure compliance

- Working with the Site and Maintenance Manager, have oversight of all Health and Safety logs and risk assessments to ensure they are up to date
 - To maintain and manage the Single Central Register (SCR) ensuring that all information is up to date for all staff, including external agencies working at the centre/s
 - Manage the Disclosure and Barring service on all staff including supply cover
 - Ensure that all enquiries and messages are dealt with in strict confidence and that information is not disclosed to those persons who should not properly be made aware of such information
 - Manage and maintain procurement records, invoicing and related financial activities in line with policies of the London Borough Of Hackney. Use the approved ordering system to produce Purchase Orders as requested, ensuring that the Children's Centre / Children and Family Hub administrative team follow the procedures relating to procurement, new suppliers and expenditure at all times
 - To be responsible for the security of data, ensuring that all areas of data protection are followed
 - To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
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General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
 - Participate in training, other learning activities and supervision and performance development as required.
 - To be a key holder for the centre, including opening and closing responsibilities
 - To work flexibly, including out of hours and weekends work as and when required.
 - It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and Anti-Racist Practice Standards.
 - To be sensitive and caring to the needs of others, promoting a positive systemic, trauma informed and anti-racist approach
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
 - All Hackney Education Staff are expected to demonstrate and work towards developing the Hackney Education Leadership Qualities which are:
 - A strong sense of direction and purpose
 - Creativity
 - Resilience
 - Credibility
 - Presence
 - Connecting
 - Self-Awareness
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Job Description and Person Specification

Information: 0100000000
 Contract/Contract No.:
 Job/Post/Position No.:
 Title:
 Location:
 Reporting Line:
 Job Family:

Job title: Office Manager			
Qualifications		✓	✓
1.	Qualified or studying towards a qualification in Finance	✓	
Experience		✓	✓
2.	Experience in financial management (Candidates with experience in an educational context will be at an advantage.)	✓	
3.	Experience of using, maintaining and developing administrative systems	✓	
4.	Experience of using Management Information Systems	✓	
5.	Experience of working in office environment at a senior level	✓	
Knowledge/Skills		✓	✓
6.	Equal Opportunities issues within the workplace	✓	
7.	IT Administration systems	✓	
8.	Implementation and maintenance of robust financial and administrative procedures and controls	✓	
9.	Budget Management Skills	✓	
10.	Experience in implementing and using finance/accounting IT systems	✓	
11.	Ability to produce and explain financial statistics	✓	
12.	Good understanding of databases – including ability to use databases to produce reports and statistics	✓	
13.	Ability to communicate effectively, both verbally and in writing	✓	
14.	Ability to build and maintain effective working relationships with a wide variety of people	✓	
15.	Ability to manage the workload of admin staff	✓	

16. Display commitment to the protection and safeguarding of children and young people	✓	
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Re-evaluation - approval (for re-evaluations, get approval to proceed from an SLT member)

I confirm approval to proceed:

SLT Member:		Signature:		Date:	
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