**Post Title: Office Manager/Receptionist**

**Grade: Kent Scheme 5**

**Hours of Work: 37 Hours per week term time only plus Inset Days**

**Responsible to: School Business Manager**

This is a permanent position of 37 hours per week, term time plus Inset Days. The FTE salary is £20,595 (pro rata). The role will start in September. The successful applicant will be subject to a full DBS check. The role is both front of house and school office

* Manage the efficient and effective running of the school office as the main point of public contact, as well as the centre of daily administration.
* Line manager to the Office Admin Assistant
* Ensure all visitors, contractors, agency staff and volunteers are compliant with safeguarding regulations, including a holding valid DBS check and seeking evidence of identification
* Providing a welcoming, efficient reception service for the school, answering the telephone, dealing with visitors and ensuring the reception office is covered at all times.
* Producing a range of documents from a variety of sources, using a range of software, e.g. word, excel, publisher and powerpoint
* Sending information out to parents either on printed form or using the Teacher2parent system or Weduc
* To maintain pupil records including entering new pupils on the system, changes of address, emergency contact numbers etc. and ensuring the SIMS system is kept up to date.
* Maintain adequate stock levels liaising with School Business Manager.
* To ensure First Aid stock levels are monitored and maintained throughout the school.
* To care for sick pupils, carrying out first aid as necessary and contacting parents where required.

**Person Specification**

* Excellent interpersonal and organisational skills together with patience, empathy and a sense of humour
* A pleasant and welcoming manner
* The self-confidence to make well-informed decisions
* The ability to communicate effectively with people at all levels - adults and children
* The ability to administer medicines and First Aid
* Knowledge of using databases and Management Information Systems; knowledge of SIMS and excel an advantage
* you must be educated to at least GCSE English and Maths Grade C or equivalent or possess an NVQ2/equivalent/experience in an area relevant to the role.
* Experience of providing administrative support in an office environment

**General**

* To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
* To undertake any training commensurate with the post
* All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Line Manager to carry out appropriate duties within the context of the job, skills and grade.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Post Holder

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Line Manager

This job description sets out the duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify re-grading of the post.