



OFFICE MANAGER – JOB DESCRIPTION

Purpose of the Job: Kent Range 6

To manage the administrative and/or finance function within a school.

Key duties and responsibilities:

- To act as first point of contact for general parent and visitor enquiries both in person and via the telephone.
- To produce and process routine school documentation and letters to parents.
- To organize the booking of supply teachers.
- To maintain the SIMS pupil database, attendance records, inputting and extracting information including medical information, attendance reports, assessments as required.
- To carry out basic financial procedures regarding the handling and recording of cash/cheque and online payments such as collating dinner money, trip money and any other ad hoc collections.
- To receive, check and distribute deliveries
- To maintain a stationery stock and request replenishment as appropriate, ensuring stock levels and kept within reasonable limits without overstocking.
- To open and distribute incoming mail.
- To carry out general office duties such as photocopying, laminating, filing etc.
- To maintain communication with parents via Parentmail relating to letters to parents, school trips, requests for payment and Parent Evenings.
- Accurate and timely completion of the School Census three times a year, plus the School Workforce Census.
- Send Data Collection sheets annually to parents to ensure records are up-to-date.
- Ensure the transfer of records for pupils joining and leaving the school and provide admission information/paperwork to families joining the school.

Welfare:

- To carry out minor first aid, administer authorized medicines and contact parents as necessary.
- Be aware of, and follow, the schools' child protection policy. Record and submit monthly staff returns in respect of sickness/unpaid leave.



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- Maintain the schools' Single Central Register in respect of the Disclosure and Barring Service (DBS). Ensure DBS and health checks are carried out for new staff including regular volunteers and check visitors to the school.
- Liaise with HR Connect to ensure that all documentation relating to staff appointments, resignations, change of hours, grades etc., are completed and processed.
- Enter new staff, staff contract changes, leavers etc., onto SIMS ensuring this is up-to-date for the annual Dfe School Workforce Census.
- Record staff absences on the Staff Absence Insurance record as required.

Conduct:

- To act in a professional and confidential manner with all school information.
- To work co-operatively with others and show commitment to the school through meetings and working towards shared goals as being an active part of the whole school team.

Payroll Responsibilities:

- To process all claim forms for extra hours and supply cover by payroll deadlines through HR Connect.



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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	GCSE – English & Maths
EXPERIENCE	<ul style="list-style-type: none">• Experience of working for to senior school staff / Head teacher• Experience of drafting reports and correspondence• Experience of supervising staff• Experience of schools financial processes
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Report-writing skills and ability to draft correspondence• Supervisory skills• Ability to undertake training and recruitment• Excellent interpersonal and organisational skills when dealing with all levels of staff.• Computer literacy – ability to produce a range of documents and reports, including non-standard reports, using Windows wp package, Excel spreadsheet and database functions• Ability to undertake research and analyse data• Diary and time management skills• Ability to organise own workload and that of others to achieve a range of deadlines• Ability to balance constantly changing priorities• Ability to work within a climate of change• Ability to take a proactive approach• Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements• Ability to investigate complex queries and anomalies when required• Ability to take accurate notes and minutes of meetings• Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned• Co-ordination skills when arranging meetings and appointments and arranging client care arrangements when required• Ability to oversee the administration of financial systems• Commitment to equalities and the promotion of diversity in



KNOWLEDGE	<ul style="list-style-type: none">• Knowledge and experience of relevant systems and specialist ICT packages including SIMS.• Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol• Knowledge of computerised and manual filing systems• Awareness of new initiatives, policy changes and their impact on the management of the school• Awareness of Data Protection and confidentiality issues• Staff will be expected to have an awareness of and work within national legislation school policies and procedures relating to Health and Safety
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Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.