



GOUDHURST & KILNDOWN
CHURCH OF ENGLAND PRIMARY SCHOOL
Adventurous Together

— THE 10:10 —
PRIMARY
F E D E R A T I O N
Life in all its fullness

Office Manager Job Description

Salary Scale: Kent Range 6

Purpose of the Job

- To maintain the efficient running of the school office
- provide an administrative service to the Headteacher, Business Manager and staff
- provide a quality front of house service to parents/carers and visitors.

Personnel

- To manage the administrative tasks in the selection process for staff.
- To be responsible for pre-employment safer recruitment checks including DBS, ID, qualifications evidence and produce offer of post letters for new employees with the Business Manager.
- Carry out safer recruitment procedures , volunteers, Governors and maintain the SCR.
- In conjunction with the Business Manager, ensure staff leaver notification is logged on HR Self Service Manager.
- To process and monitor monthly overtime claims once authorised by the Headteacher and maintain records of staff absence.
- To maintain confidential staff records.
- To deal with staff enquiries relating to overtime claims or absence.

Admissions

- Produce and maintain Welcome Pack for new pupils, updating yearly.

- Complete KCC admissions requirements, rankings, roll numbers, off rolling and home education procedures.
- First point of contact for new parents, dealing with admissions enquiries.
- Ensuring all paperwork and forms are completed and pupil records created/updated and passed on when students leave.
- Maintaining school waiting list.

Finance

- Record Pupil Premium expenditure, apply for Free School Meals for students and ensuring FSM listings are updated on SIMS and with staff.
- To manage the set up and use of the “School Money” online payment facility for School Meals, After School Club, Trips and other events.

Administration

- To provide a reception and telephone service, taking messages, dealing with visitor and enquiries as appropriate, checking school messaging service responding to parent queries and making teachers aware of messages.
- Posting outgoing mail, dealing with e-mails and maintenance of records.
- General typing and work processing of letters, newsletters and reports including the creation of the weekly newsletter for the approval of the Headteacher and publishing the Newsletter on the website, informing parents using the Text messaging service.
- To maintain the school diary and records, making appointments when appropriate including liaising with the Headteacher’s diary.
- Check Attendance Registers daily, informing kitchen staff of lunch requirements for each class. Follow up any unexplained absences with text messages via Studybugs and telephone calls.
- To monitor pupil’s attendance, issuing letters and penalty notices as required.
- To maintain timetables, data and information regarding after school clubs and school trips; collate the return of slips, inform parents and enter clubs messaging groups on Studybugs.

- To liaise with staff in the organisation and booking of school trips and transport, including the residential visits. To include letters to parents, calculation of costs and input of data onto School Money to enable parents to make payments online.
- To maintain medical and allergy data for pupils and staff, informing all necessary parties. To maintain and follow KCC accident reporting procedures. To record and administer medicines and minor first aid to pupils as necessary.
- To maintain the SIMS student database, carrying out the yearly admissions procedures. To complete the School Census each term.
- To Liaise with the Contract Dining Company, ensuring meal bookings and payments are made, organise parent lunch events, distribute the termly menu with day selection option to parents.
- To ensure that Data Protection Policies and Procedures are applied when handling confidential and special category data. Ensure that any Data Breaches are reported to the Schools DPO via SLT.

ICT

- Operate and maintain the School Text Messaging and E mailing service, including day to day messaging. Setting up Parent's Consultation schedules and ensuring bookings made.
- To upload newsletters and documents to the School Website as required and maintain the website calendar. Deal with any e mails sent to the website.

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE grade C or above or equivalent in English and Maths essential
EXPERIENCE	<ul style="list-style-type: none"> • School office experience, working with the public and dealing with confidential issues. • Experience of working for senior school staff / Head teacher. • Experience of creating documents using the Microsoft Office Suite. • Experience of using SIMS.net and SIMS FMS. • Experience of working as part of a Team • Experience of the administration of school financial processes and procedures adhering to the Kent Scheme for Financing Schools. • Experience of using KCC HR processes and procedures.

SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Typing skills and ability to draft correspondence. • Ability to undertake training and recruitment. • Able to show sensitivity and objectivity in dealing with confidential issues. • Excellent interpersonal and organisational skills when dealing with all levels of staff. • Able to deal calmly, tactfully and effectively with staff, visitors, parents and pupils. • Computer literacy – ability to produce a range of documents and reports, using Windows Office package, Excel spreadsheets and database functions. • 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 and pressures. • 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. • Co-ordination skills when arranging meetings and appointments. • Ability to undertake the administration of financial systems, ICT and Paper related. • Commitment to equalities and the promotion of diversity in all aspects of working.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and experience of relevant systems and specialist ICT packages. • Knowledge and experience of the use of SIMS.net (desirable) or similar system. • 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. • Knowledge of KCC HR processes and procedures. • Awareness of new initiatives, policy changes and their impact on the management of the school. • Awareness of Data Protection and confidentiality issues. • Knowledge of Safer Recruitment and Child Protection issues. • Staff will be expected to have an awareness of and work within national legislation school policies and procedures relating to Health and Safety.

