



Position: Office Manager

Grade: Kent Range 5-7 to be confirmed (dependent on experience/qualifications)

Purpose of the job:

To provide administrative and organisational services to the school under the management and guidance of senior staff.

Key duties and responsibilities:

1. Provide administrative and organisational services to the school
2. Provide administrative and organisation services to the Headteacher and Governing Body.
3. Liaise with pupils and parents/carers
4. Liaise with other staff and external agencies
5. Analyse and evaluate data and information and run reports
6. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.
7. Organise meetings and take notes.
8. Process forms, returns, etc. including those to outside agencies
9. Contribute to the planning and development of administrative procedures and systems.
10. Allocate work to other administrative staff as and when required.
11. Demonstration of tasks to other administrative staff as and when required.

Individuals in this role may also undertake some or all of the following:

1. Respond to reception and visitor enquiries
2. Organise arrangements for school visits and events
3. Monitor pupil attendance and run reports
4. Undertake personnel administration, such as new starter forms and DBS checks and maintain the Single Central Record
5. Assist with producing marketing and promotion material for the school



Person Specification: Office Manager

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	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent • GCSE or equivalent in English and Maths
EXPERIENCE	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems
SKILLS and ABILITIES	<ul style="list-style-type: none"> • Literacy and numeracy skills • Computer literacy – ability to produce a range of documents and reports, including non- standard reports, using Windows WP package, Excel Spreadsheet and database functions. • Supervisory skills • Interpersonal, organisational and administrative skills • Ability to develop and maintain effective computerised and manual filing systems • Ability to organise and prioritise workload to achieve deadlines • 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 when required • Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of implementing a range of administrative procedures, including use of the relevant ICT packages and systems • 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 a range of IT systems • Knowledge of computerised and manual filing systems • Awareness of Data Protection and confidentiality issues • Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety