

Job Description: Office Manager – Level 4



Name:

School: Mersham Primary School

Grade: Kent Range 6

Responsible to: Headteacher

Purpose of the Job:

To manage the administrative and finance function within a school.

Key duties and responsibilities:

1. Plan, develop, organise and monitor support systems, and procedures.
2. Contribute to the development of administration policies.
3. Provide support, advice and guidance on administrative issues to senior staff, governing body and others.
4. Liaise with other staff, pupils, parents/carers and external agencies.
5. Develop and maintain recording and information systems, including personnel staff.
6. Responsible for completion and submission of forms, returns etc., including those to outside agencies.
7. Produce, and respond to, correspondence.
8. Monitor school budgets.

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

1. Manage the school's financial processes and budgets.
2. Allocate work to administration staff.
3. Manage / supervise and assist in the recruitment of administrative staff.
4. Monitor service contracts, school licences and insurance.
5. Contribute to marketing and promotion of the school.
6. Manage lettings and the use of premises for the use of outside organisations and local community.
7. Coordinate, purchase, repair and maintenance of furniture and fittings.
8. Responsible for effective operation of payroll system.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually during your appraisal interview.

Signed: Date:

Signed: Head Teacher

Your job description is intended as a reference document which identifies your main responsibilities and activities.

Person Specification: Office Manager – Level 4

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">• Level 2 or 3 Diploma.
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 and budgets.
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, elected members, MPs, MEPs and external contracts.• 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 all aspects of working.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge and experience of relevant systems and specialist ICT packages.• 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.

	<ul style="list-style-type: none">• 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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You may wish to add required behaviours. For more information visit:

<https://shareweb.kent.gov.uk/Documents/jobs/working-for-us/Behaviours-up-to-KR12.pdf>