



Chilham St Mary's CE Primary School

OFFICE MANAGER

Job Description

Hours: 37 hours per week, 8:30 – 4:30 Monday to Thursday & 8:30 – 4:00 Friday. 30-minute unpaid break. Term time, 38 weeks plus 5 staff inset days

Grade: KR6 (pro-rata)

Responsible to: Headteacher

Main Purpose

The school office manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services.

Key Duties and Responsibilities

- Manage and undertake general office and reception duties, including being the first point of contact for parents and visitors arriving at the school and dealing with telephone and face-to-face enquiries efficiently and in a professional and supportive manner.
- Monitor and maintain an accurate record of pupil attendance, sharing information with the headteacher.
- Oversee and organise the management of admissions procedures in line with the school policy and Kent guidelines, maintain waiting lists and allocate spaces accordingly in line with the schools' admissions policy.
- Line manage and train the administrative assistant as appropriate.
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies.
- Assist in the organisation of school trips/events in cooperation with other staff. To ensure that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
- Manage manual and computerised record/information systems including the school website.
- Analyse and evaluate data/information and produce reports/information/data as required. Complete statutory returns, for example the school census.
- Provide administrative and organisational support to other staff.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support the external data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.

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- Work with the headteacher to ensure that recruitment policies are administered in accordance with employment law.
- Undertake DBS checks for new staff, volunteers and school governors.
- Undertake training and act as one of the Deputy Designated safeguarding leads to support the headteacher and SENCO.
- Assist the business manager with placing orders with suppliers, and entering orders onto the finance management system (FMS).
- Check in deliveries and collate the appropriate paperwork for the business manager.
- Manage office expenditure with an agreed budget.
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.
- Assist the business manager and caretaker in managing health & safety and site maintenance.

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with all school policies and procedures, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communication with all staff and other agencies/professional.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

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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.

Skills and Abilities

- High level of literacy and numeracy skills, minimum of GCSE level 5 or equivalent in English and mathematics.
- Ability to communicate a range of information both verbally and in writing with the senior leadership team and other staff.
- Computer literacy – ability to produce a range of documents and reports. Experience of using SIMS would be an advantage.
- Report writing skills and the ability to draft correspondence
- Diary and time management skills
- Ability to prioritise own workloads and work to deadlines is essential
- Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the headteacher
- Commitment to equalities and the promotion of diversity in all aspects of working
- Strong interpersonal, organisational and administrative skills

Knowledge

- Demonstrate a good understanding of the work of a school
- Knowledge of a range of IT systems
- Knowledge of computerised and manual filing systems
- Awareness of Data Protection and confidentiality issues
- Have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety

General

- Demonstrate a desire to work highly effectively as a member of a small close-knit staff group
- Have a sense of humour
- Be flexible – no two days in school are ever the same
- Demonstrate a commitment to treating all people fairly
- Understand and comply with child protection procedures
- Understand and comply with procedures and legislation relating to confidentiality
- Demonstrate commitment to and evidence of Continuing Professional Development

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