**Job Description: Office Manager**

**School: St Teresa’s Catholic Primary School – Ashford, Kent**

**Grade: Kent Range 6**

**Responsible to: Headteacher**

**Working hours – 37 hours per week (Term Time plus 5 Inset days plus 5 additional days during the school holidays)**

**Job Purpose:**

To be the first port of call for all visitors to the school, welcoming them to the school and directing as appropriate.

To undertake all administrative tasks associated with the recording, management and monitoring of attendance

To undertake all administrative tasks associated with admissions – providing an effective and efficient services to the school and prospective parents.

**Key duties and responsibilities:**

**Attendance**

* To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
* To record student absences and late arrivals on SIMS, maintaining accurate attendance records.
* To act as the initial point of contact for parents regarding attendance issues - providing routine advice as required and explaining attendance expectations to parents in accordance with school policies.
* To make initial enquiries with parents/carers regarding unexplained absences/lateness.
* To monitor the attendance of pupils referring concerns to the Headteacher.
* To process pupil exceptional leave requests.
* To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure.
* To assist the Headteacher with the administration of referrals to the education welfare service / issuing of penalty notices.
* To collate attendance data producing routine reports and prepare statistical returns regarding attendance.
* Record concerns over attendance on CPOMS.

**Admissions**

* Undertake all administrative tasks associated with admissions – liaising with the Headteacher to ensure they are kept appropriately informed of the progress of admissions applications.
* To act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process to parents / carers and policies referring more complex enquires to the Headteacher.
* To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy.
* To issue routine correspondence/offer letters/ information packs to parents regarding admissions in accordance with school procedure.
* To arrange admissions meetings for new parents with Headteacher.
* To create and maintain accurate pupil records and school roll information on SIMS – including preparing registers, form lists, emergency contact lists.
* To liaise with destination schools regarding the appropriate handover of information to the new school.
* To undertake routine liaison with KCC Admissions Team, Fair Access Team, other schools regarding admissions and leavers.
* To collate admissions data producing routine reports and prepare statistical returns regarding admissions and attendance.

**Office duties**

* Welcome all visitors to the school signposting them to the correct person and ensuring that they have signed in and are wearing the correct lanyard.
* Preparing, producing and submitting the school census along with the Catholic Census following Headteacher approval.
* Maintain and update elements of the school website.
* Monitor and reply to emails in the school office email account.
* Maintain ParentPay updating with trip information and clubs. Support systems required for Chartwells including dietary requirements. Synching system with SIMS on a regular basis.
* Administer prescribed medicines to pupils ensuring that all relevant paperwork is completed.
* Other tasks as delegate to by the Headteacher and/or the School Business Manager.

In additional all members of the school community are expected to:

* Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

*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.*

**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.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | NVQ Level 2/3 |
| **EXPERIENCE** | Proven administration experience  Previous experience of working with young people and their families  Experience of using SIMS |
| **SKILLS AND ABILITIES** | Ability to work in an organised and methodical manner and maintain accurate records  Ability to convey information clearly and accurately orally and in writing to a range of people  Ability to take personal responsibility for organising day to day workload  Ability to work effectively and supportively as a member of the school team  Able to use own initiative to solve problems and respond proactively to unexpected situations.  Able to deal calmly, tactfully and effectively a range of people  Ability to show sensitivity and objectivity in dealing with confidential issues |
| **KNOWLEDGE** | Demonstrate a basic understanding of the work of a school  Demonstrate a good understanding of the application of school’s attendance policies  Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / SIMS  Demonstrate an understanding of confidentiality and child protection issues in a school setting |