



COBHAM PRIMARY SCHOOL

CARING, PROUD, SUCCESSFUL!

Role: Office Manager

School: Cobham Primary School

Reporting to: Headteacher

Employment basis: Full-time or part-time (job share), 47 weeks/year.

Pay Range: KSC-KSD

Role deadline: This is a rolling deadline - we will close the advert as soon as the role is filled.

Role purpose: To provide administrative and organisational services to the school.

Role description:

The Office Manager role at Cobham is a unique opportunity to be at the heart of a truly special community. We are a small school with a small admin team, so the role is very varied and involves working with every single member of the school community. We pride ourselves on the levels of support we provide to our families and children, and our Office Manager will make everyone in our community feel valued and welcome, even under pressure! The Office Manager ensures excellent efficiency in the running of the school and keeps all of our processes and systems running to a high standard, particularly working with Local Authority administration functions, with our Finance Manager and with our site team. The role is incredibly varied and no two days are ever the same! The Office Manager is a flexible and adaptable role that is not all about being behind a desk, although administering the school's operations efficiently is of course at the heart of it. The role has particular responsibility for working with personnel matters, attendance and the administrative aspects of school safeguarding - it is a position of great trust and responsibility in our school. Our Office Manager also leads on marketing and pupil recruitment - we are very lucky to be a school that is in high demand, which our Office Manager maintains by ensuring every potential new family has a very positive interaction with us from the start.

Why work at Cobham?

Cobham Primary School is an Outstanding primary school with a strong sense of belonging to a positive school culture, with audacious dreams of excellence for our children and our

community. Despite being a small, single-form village primary, we have big aspirations and hope our children do, too - we are always courageous about school improvement and encourage our children to be courageous in their learning, too. We have positive relationships with our local community as well as the network of organisations that we work with to achieve our goals - we aim to be a responsible part of that community and to look after our school and its people. Cobham is proud to nurture its staff as well as its children and our team benefit from a range of support, from excellent professional development, networking, visits to others schools to flexibility and access to all of KCC's pensions and benefits.

Application process:

Please apply with a CV and covering letter, explaining clearly how you meet the requirements of the role.

There is a rolling deadline for this role - we will appoint as soon as we have the most suitable candidate(s), so we encourage you to apply at your earliest convenience.

If you have any questions or would like an informal chat about the role, please contact Polly Crowther, Headteacher: 01474814373 or headteacher@cobham.kent.sch.uk

Key duties and responsibilities:

- Provide administrative, and organisational services to the school
- Establish positive relationships with pupils, parents and carers by liaising in a professional and warm manner.
- Maintain and establish positive relationships with staff, working together towards our shared goals to ensure Cobham is a fantastic place to learn.
- Maintain and establish positive relationships with external agencies, ensuring an excellent first impression of the school as well as ensuring school services are delivered efficiently and effectively.
- Analyse and evaluate data and information and run reports, including for attendance, admissions and school meals.
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.
- Occasionally minute meetings where needed.
- Process forms, returns, etc., including those to outside agencies
- Contribute to the planning and development of administrative procedures and systems.
- Allocate work to other school support staff.
- Explain and train others on administrative aspects of their roles, e.g. use of the school calendar, accessing the shared drive
- Respond to reception and visitor enquiries.
- Organise arrangements for school visits and events.
- Monitor pupil attendance and run reports.
- Undertake personnel administration, such as DBS checks, contract updates and liaise with HR connect for our HR services.
- Maintain the school's Single Central Record.
- Monitor and manage the ordering and delivery of school meals.
- Monitor and manage a limited range of stock within an agreed budget.
- Assist with producing marketing, promotion and other communication material for the school.
- Process, maintain and monitor financial records relating to expenditure and income and processing invoices.
- Administration of petty cash.
- Operate the school information management system.
- Support with the monitoring and maintenance of school service contracts for administration, e.g. internet services.

Person specification:

	CRITERIA
QUALIFICATIONS	NVQ Level 2 or equivalent
EXPERIENCE	Experience of development, management and operation of administrative systems.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ● Excellent interpersonal and communication skills, with the ability to stay calm and positive under pressure ● Highly organised - able to identify and implement systems and process to improve our organisation and efficiency ● Able to manage a range of competing priorities ● Complete understanding of confidentiality and its importance in maintaining professionalism within our school and community ● Proactive problem solving ● Willingness to turn your hand to anything that comes up - no two days are the same in the School House! ● Motivation to train and develop ● 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 ● Computer literacy - ability to learn and implement new computer systems ● Supervisory skills ● 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 ● Ability to monitor and process accurate financial records

	<ul style="list-style-type: none"> ● Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none"> ● Knowledge for implementing a range of administrative procedures, including use of 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