**Office Manager – KR6**

Painters Ash Primary School is looking to appoint an Office Manager to manage a busy school office, line manage the administration staff and to provide support to the Headteacher. Experience in a similar position within Education and Office management is essential.

The successful applicant will be well organised, proactive and resilient. They will have school office experience as well as working with the public and dealing with confidential issues.

Responsibilities are very varied from managing the school office and staff to assisting parents with their queries. Dealing with all aspects of recruitment, assisting the Headteacher and members of SLT and trying to solve problems and find solutions to anything that might happen during the school day.  The successful candidate must be computer literate and knowledge of Arbor or any other pupil database such as SIMS would be beneficial.  Training will be given on Arbor if required.  If you are able to work to tight timescales and are calm under pressure why not apply for this exciting position.

Daily hours will be 8.00 a.m. – 4.30 p.m. 4 days per week Monday - Thursday, 39 weeks per year - term time plus 4 Staff Development Days. FTE £26,393 actual salary approx £17,700.00 per annum

 Painters Ash is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Responsibilities will include:

* To be responsible for the daily running of the school office and line manage the office staff.
* Plan, develop, organise and monitor support systems and procedures for the office
* Allocate work to administrative staff at lower levels on a regular basis
* Responsible for the smooth running of the school office ensuring that deadlines are met and offering advice/finding solutions where necessary
* Contribute to and oversee the development of administration policies
* Provide support, advice and guidance on administrative issues to senior staff, governing body and others
* Act as first point of contact within the school for staff, governors, outside agencies etc., seeking contact with Headteacher/SLT ensuring visitors/callers receive a professional welcome
* Liaise with other staff, pupils, parents/carers and external agencies
* Undertake word processing and IT based tasks including operation of relevant equipment and advanced ICT packages
* To organise and support meetings, preparing agendas and minutes as required. To ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
* Develop and maintain recording and information systems, including personnel staff
* Responsible for completion and submission of forms, returns etc., including those to outside agencies such as workforce census, data returns etc.
* Manage/supervisor and assist in the recruitment of administrative staff ensuring safer recruitment procedures are followed
* Contribute to marketing and promotion of the school, managing  and updating the school Social Media and communicating with parents via Arbor.
* Maintain and update Arbor and other assessment records to ensure that all assessment data held on pupils is accurate and complete, Liaising with teaching staff to ensure external data is recorded and undertaken in a timely manner, flagging up missing data/anomalies.
* Responsible for instructing payroll on pay for new starters/contract changes/salary increases ensuring that deadlines are met in order for staff to receive correct pay.
* Responsible for effective operation of the personnel system such as new appointments/changes to contacts/terminations/changes to personal details/maternity leave etc.
* Ensure safer recruitment procedures are followed at all times, placing advertisements, requesting references, checking qualifications etc.
* Responsible for maintaining the single central record to ensure up to date information is being held by school at all times.
* Undertake DBS checks flagging up any problems/time delays etc
* Ensure that class cover is arranged for any absences.
* Ensure that new starters have photo ID  and building  access
* Recording and monitoring all staff absences/leave requests