



# Aylesford School

## Job Description

<b>Name</b>	
<b>Position</b>	Office Manager
<b>Salary Scale</b>	KSG, FTE £34, 421. Gross Salary £29, 869.46
<b>Responsible to</b>	Headteacher/HR Director
<b>Responsible for</b>	Admin Team, Reprographics Team
<b>Date of Appointment</b>	September/October 2025
<b>Date</b>	

### About the School

Aylesford is a vibrant and inclusive non-selective secondary school in Kent, committed to providing a supportive and inspiring environment for both students and staff. We pride ourselves on fostering a strong sense of community and delivering a high-quality educational experience to all students.

### Job Purpose

We are seeking an experienced and highly organised Office Manager to lead and oversee the smooth operation of the school's administrative functions. The successful candidate will play a key leadership role in the day-to-day running of the school office, ensuring it operates efficiently, professionally, and in line with safeguarding and data protection guidelines.

### Key Responsibilities

#### Office & Administration Management

- Lead and manage the school's administrative and reprographics teams, ensuring high levels of professionalism and service.
- Oversee all office systems and processes to support the smooth running of the school.
- Maintain efficient procedures for communications, document management, and filing.
- Ensure accurate maintenance of school records, including student data, attendance, and staff records.

- Manage incoming and outgoing communications (calls, emails, post) and act as a point of contact for staff, parents, and external agencies.
- Oversee administration of school events, and parental communications

## **HR & Recruitment Support**

- Support with recruitment processes, including advertising roles, arranging interviews, and completing pre-employment checks.
- Maintain confidential HR records and ensure compliance with safeguarding and safer recruitment policies.
- Oversee staff absence recording and reporting processes.
- Accountable for the School's SCR (Single Central Record), ensuring it is kept up to date with relevant information and in line with KCSIE
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## **Leadership & Compliance**

- Line manage administration and reprographic staff and support their development through coaching and training.
- Ensure compliance with all relevant policies including data protection (GDPR), health and safety, and safeguarding.
- Support whole-school events such as parents' evenings, open days, and other administrative functions as needed.

## **Person Specification**

Essential:

- Significant experience in a school office or similar administrative environment
- Strong organisational, communication, and interpersonal skills
- Experience in line managing staff or leading a small team
- Excellent IT skills, including Microsoft Office and management information systems (e.g. SIMS, Classcharts)
- Ability to manage competing priorities and work to tight deadlines
- Understanding of confidentiality, safeguarding, and GDPR requirements

- Ability to work independently with initiative and good judgement

Desirable:

- Experience working in a secondary school setting
- Knowledge of school MIS and HR processes
- First Aid and/or Safer Recruitment training (or willingness to undertake)

**NOTE:**

This Job Description may periodically be varied after consultation with the post holder.

Signed ..... Headteacher

Date .....

Signed ..... Staff Member

Date .....