

**YALDING ST. PETER AND ST. PAUL CHURCH OF ENGLAND
PRIMARY SCHOOL**

JOB DESCRIPTION

Job Title:	Office Manager
Hours:	30 per week, term time 8:00am – 4 :00pm, four days a week
Accountable to:	Headteacher and Senior Leadership Team
Post Objective:	To manage the efficient administration of the school
Grade:	KSE

Duties and Responsibilities

- To be the first point of contact for all visitors, promoting a positive image of the school.
- To communicate professionally with parents, carers, staff and external agencies.
- To respond to queries and concerns in line with school policy and KCC guidelines, ensuring matters are dealt with efficiently and appropriately.
- To work with families to support health, welfare and safeguarding processes in accordance with school and KCC procedures.

Leadership and Administration

- Work with, and line manage, the Administration and Finance Assistant.
- Organise the administration within the school, including paper and electronic systems, diary management, filing and fielding telephone calls to ensure an efficient and well-structured office.
- Provide high-quality secretarial and administrative support to the Headteacher, Senior Leadership Team and staff.
- Support the Headteacher and Caretaker to ensure effective site management.
- Ensure statutory health and safety, fire safety and water safety checks are completed and recorded, including coordination of external contractors for maintenance and repairs.

Data Management

- Maintain and update all pupil database files, correspondence and statutory DfE documentation, including the school census returns.
- Maintain accurate records of pupil numbers and future intake to support future planning and organisation.
- Maintain the SIMS (school Information Management System) database of pupil and staff information alongside the Finance and Administrative Assistant.
- Prepare information for compliance inspections and maintain the Single Central Record to statutory standards.

Finance and Procurement

- Assist the Headteacher and external Financial Services provider by providing accurate administrative and financial information to ensure completion of statutory financial returns, monthly monitoring, salary processes and budget setting.
- Support procurement processes with the Administration and Finance Assistant, ensuring all contracts are current, competitive quotes are obtained and procedures follow the school's Finance Policy and Best Value principles.

Human Resources

- Provide HR administrative support to the Headteacher, ensuring personnel files and staff records are accurate and up-to-date.
- Book staff training and monitor related expenditure.

IT and Systems

- Provide administrative support for software systems used by staff.
- Ensure that IT support is available and coordinate with external providers when required.
- Assist the Headteacher and Governing Body in the marketing and promotion of the school, ensuring the school's website is up-to-date.

Attendance, Cover and General Administration

- Record and monitor staff and pupil sickness, reporting concerns to the Headteacher.
- Arrange supply cover as required and manage associated paperwork.

- Maintain office supplies and place orders in line with Best Value principles.
- Support admissions processes, including maintaining application records, managing new intake information and providing prospective parents with relevant information.
- Administer medicines and first aid as required, maintaining records in line with relevant policies.
- Respond to emergencies and unforeseen issues to support the safe and efficient running of the school.
- Any other duties that may be associated with the role, following discussion with the Headteacher.

December 2025