

# OFFICE MANAGER

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## VACANCY

**Dymchurch Primary School**  
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## Dear Applicant

Thank you for expressing an interest in joining us at Dymchurch Primary School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

Dymchurch Primary School is a hardworking and fun school community which has every child's development at its heart. We have around 170 children on roll, divided into 7 classes and our staff lead by example and work hard to ensure that our pupils and colleagues feel happy, valued and supported. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Dymchurch Primary School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: [www.Dymchurch.kent.sch.uk](http://www.Dymchurch.kent.sch.uk) or contact the office: [office@dymchurch.kent.sch.uk](mailto:office@dymchurch.kent.sch.uk) (t: 01303 872377).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mrs Jenny Ross  
Head of School



Mrs Nicki Man  
Executive Headteacher



# Advert

**Job Title:** Office Manager

**Grade:** KSD (Kent Scheme D)

**Salary:** £24,870 pro rata (£26,393 FTE)

**Hours:** Initially 40 hours per week – Monday to Friday 8.00am to 4.30pm

**40 hours temporarily until 31/08/2026 then to revert back to 37 permanently**

39 working weeks per year (term time only plus INSET days)

This is a permanent position subject to a 6 month probationary period

This is a fabulous opportunity for a dedicated and organised Office Manager to join the school team at Dymchurch Primary School which is part of Our Community Multi Academy Trust. We are seeking an enthusiastic and experienced individual to join the school's successful and supportive team. This role may be suitable for someone with education administration experience and are looking for a new challenge however we encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role.

Dymchurch Primary School is one of ten schools within Our Community Multi Academy Trust. We are a primary school with 167 pupils on our roll.

Our Community Multi Academy Trust believe that our people are our biggest asset.

## We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- Have excellent organisational skills
- Be punctual
- Communicate well and be confident managing others
- Have good teamwork skills
- Have experience of working in a busy school administration role
- Respect confidentiality and the potential sensitivities of working in a school
- Have experience working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks which include online checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact trust HR, via [trusthr@ocmat.org.uk](mailto:trusthr@ocmat.org.uk)

# Job Description

**Grade:** Kent Scheme D (KSD)

**Hours:** Initially 40 hours per week – Monday to Friday 8.00am to 4.30pm

**40 hours temporarily until 31/08/2026 then to revert back to 37 permanently**

**Weeks:** Term-time only, plus staff development days (39 weeks)

**Salary:** £24,870 pro rata (£26,393 FTE)

**Reporting to:** Executive Headteacher

**Based at:** Primarily based at Dymchurch Primary school. Travel between Trust sites may be required

**This is a permanent position** (subject to a 6 month probationary period)

## Purpose of the job

- Manage the day to day running of the office and provide effective administrative support for the school, ensuring the school office takes a proactive role in relation to its day to day functioning, so that all visitors, staff and pupils are greeted in a professional and timely manner. Prioritise urgent work and delegate work appropriately to administration assistants
- Provide finance administrative support to facilitate the efficient and effective use of the Trust's budget
- Support senior management in recruitment and whilst following all safer recruitment guidelines
- Manage the maintenance of various Management Information Systems

## Key duties and responsibilities

- Manage the day to day administrative functions of the school by monitoring the central inbox, prioritising urgent work for the administration assistant and/or receptionist
- Effectively line manage all other office staff including target setting and carrying out appraisals
- Answer all telephone and email enquiries escalated from administration officer/receptionist, referring enquiries to the Headteacher if needed
- Type up or proof read any documentation such as letters or reports due to go out to parents as and when required
- Provide efficient cover of reception in absence of other administration officers, dealing with visitors and enquiries, ensuring all visitors sign in/out in accordance with school procedures
- Manage and maintain school diary and arrange meetings/room bookings/visits from external agencies as required with support from the administration assistant
- Ensure manual and computerised records and management information systems for pupils and personnel are kept up to date to support the efficient operation of the school. Produce reports, information and data returns as requested or directed for senior staff from specialised school software for external agencies
- Work with the administration assistant to monitor and oversee pupil attendance, swiftly escalating concerns to FLO, Trust Attendance Officer and/or other school senior leaders.
- Support the headteachers with the administration of admissions by ranking lists, offer letters, admission packs and ensuring all information is held securely.
- Organise the admissions process including the transfer of records for pupils joining and leaving the school in year, assisting senior leaders by arranging open days as well as parental interviews and appeals
- Support the administration officer in arranging and coordinating appointments and meetings on behalf of senior leaders, organising venues and equipment, dealing with relevant documents and taking meeting notes if required
- Obtain quotes to assist teachers in organising clubs and other extended services
- Assist teachers in the costing of trips, filling out the finance trip form as required to ensure the school is able to afford the trip
- Organise ad hoc events such as parents evening or PTA events.
- Keep school website up to date as directed
- Work with finance to keep school asset registers up to date

- Support administration officers in managing school payment systems, recording and allocating payments, issuing reminder letters for outstanding payments
- Work closely with school management to help ensure school spending is within budget. Undertake a range of financial procedures following the finance policy such as placing orders, raising invoices, banking cash:
  - Place purchase orders on the financial system
  - Check invoices are correct and tie up with order/delivery
  - Upload invoices for payment with requisition form and delivery note when required
  - Upload any staff reimbursements with VAT receipts/invoices
  - Process credit card expenses and upload with VAT receipts/invoices
  - Bank any cash received into the school and provide finance with paying in slip/receipt
- Work closely with school management to help ensure safer recruitment policies are followed at all times. Undertake a range of recruitment and payroll procedures such as processing payroll related forms and liaising closely with HR to ensure a smooth onboarding process for new starters as per the safer recruitment guide
  - Carry out safer recruitment checks for new starters including but not limited to DBS and reference requests
  - Ensure all staff personnel folders are up to date, including all recruitment documentation and any other relevant documentation
  - Ensure contracts are distributed, signed and saved as appropriate
  - Manage and update SCR as and when required
  - Collate and send all monthly payroll related forms such as additional hours, expenses, absences and change of personal details by each deadline
  - Send staff changes, new appointments and terminations as and when required by the Headteacher.
- Organise staff training such as first aid, safeguarding etc.
- Arrange cover for any staff absences
- Take responsibility for your own learning and development as well as other team members

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children

Any other work requested by, and deemed appropriate by, strategic leaders

**This role is subject to an enhanced DBS check**

**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

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent experience with proficient knowledge/skills in business administration</li> <li>• GCSE grade A*-C in English and mathematics</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of coordinating, delegating work and motivating other in an office environment</li> <li>• Experience of producing a wide range of documents and reports using Microsoft Word, Excel and Outlook</li> <li>• Previous experience of working in an educational environment</li> <li>• Experience of processing orders using a financial system</li> <li>• Experience or knowledge of safer recruitment processes</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of a range of software and school administrative systems EG Arbor, SIMS, RM Integrus, Office 365/Share point</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent IT skills, able to type quickly and accurately</li> <li>• Able to communicate and convey information clearly and accurately both orally and in writing to a range of people</li> <li>• Able to use own initiative to solve problems and respond proactively to unexpected situations</li> <li>• Able to communicate basic financial information to school leaders and external supplies</li> <li>• Able to organise own and others' workloads to meet deadlines</li> <li>• Able to investigate queries and anomalies in an organised and methodical manner</li> <li>• Able to deal calmly, tactfully and effectively a range of people</li> <li>• Able to balance constantly changing priorities</li> <li>• Able to both work as part of a team and use own initiative</li> <li>• Able to take accurate notes of meetings</li> <li>• Able to show sensitivity and objectivity in dealing with confidential issues. Awareness of Data protection</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant child protection policies which keep children safe in a school setting</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Good time keeping and attendance</li> <li>• Flexible and responsive to change</li> <li>• Patient and calm under pressure</li> <li>• Self-motivated and pro-active</li> <li>• Co-ordination skills to arrange meetings and appointments</li> <li>• Appropriate levels of personal presentation</li> <li>• Good sense of humour</li> <li>• Diplomatic and resourceful</li> </ul>	
Values	<ul style="list-style-type: none"> <li>• Commitment to school's aims and values</li> <li>• Commitment to continuous personal development</li> <li>• Honest and reliable, displays integrity and commitment, acting as an ambassador for the Trust</li> <li>• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family</li> </ul>	



# Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



# OCMAT Leadership Principles

## **The Inclusive Leader:**

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

## **The Compassionate Leader:**

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

### **The Community Leader:**

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

**We will ultimately achieve this through being Collaborative leaders**

### **The Collaborative Leader:**

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

## Our Schools

### Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

## Trust Central Team

### Central Support Team

*(based at Lynsted & Norton Primary School)*

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

# The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact [trusthr@ocmat.org.uk](mailto:trusthr@ocmat.org.uk) for a paper application form.

# The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

## Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: [www.ocmat.org.uk](http://www.ocmat.org.uk)



Mr David Whitehead, CEO, Our Community Multi Academy Trust  
c/o Lynsted & Norton Primary School  
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Company No: 10842747