



OFFICE MANAGER  
VALLEY INVICTA PRIMARY SCHOOL AT AYLESFORD



JOB DESCRIPTION	
Job Title	Office Manager
Grade	VIAT 6
School / Department	Valley Invicta Primary School
Base	Aylesford
Hours	37
Reports to	Headteacher
Accountable to	Headteacher

## Job Summary

To manage the administrative function within the school and to work with the Headteacher and Senior Leadership Team to provide outstanding administrative support to the whole school community.

## Key Working Relationships

- Headteacher
- Deputy Headteacher
- SENCO
- Classroom Teachers
- Support Staff
- Parents
- Pupils
- Visitors

## Key Responsibilities

- Manage the efficient running of the school office, allocating and prioritising work appropriately whilst working collaboratively with colleagues to ensure the timely and accurate completion of tasks, ensuring the office environment is welcoming, tidy, organised and professional.
- Supervise, train and develop administrative staff as appropriate and support the Head of School with performance management of other support staff as required.
- Provide PA support to the Headteacher, including effective and efficient diary management, and provide administrative support to the Senior Leadership Team, SENCO, governing body and other staff as required.
- Respond to written and verbal enquiries in a professional, efficient and prompt manner, referring and forwarding onto other colleagues as appropriate.
- Liaise with and issue communications to staff, parents/carers, clients, pupils and external agencies, ensuring professionalism and first class service delivery.
- Oversee the efficient delivery of the reception service, ensuring all visitors and contractors, sign in, are provided with an appropriate lanyard and follow all school safeguarding protocols, including reference to KCSIE and Trust guidelines.
- Manage pupil admissions and transition processes and events, ensuring: administration is timely, accurate and up to date; events are well planned for and communication with parents, external

agencies and other schools is helpful and supportive and appropriate systems (e.g. SIMs) are updated accordingly.

- Oversee pupil attendance, including (but not limited to): accurate recording of morning and afternoon registration, administration of suspensions, responding to holiday requests, monitoring and reporting on absence, liaising with parents and arranging meetings with parents on behalf of the Headteacher.
- Process and maintain HR documentation and records, including (but not limited to): processing paperwork for overtime claims, appointments, changes, leavers, volunteers and absences, ensuring agreed procedures are followed and HR informed in a timely manner.
- Provide and process financial transactions and administration, including (but not limited to): handling of deliveries; ordering and processing invoices for goods and services; recording the eligibility for free schools meals; management of petty cash, supporting the Headteacher with budget management, ensuring school/Trust policies and procedures are followed and accurate records are maintained at all times.
- Provide administrative support to the Local School Board, taking minutes, preparing documentation and reports and liaising with governors as required.
- Oversee, maintain and keep up to date all marketing literature and systems, including (but not limited to): the school website, staff handbook, prospectuses, delivering a timely and engaging social media presence, ensuring the school is effectively and positively promoted at all times.
- Manage the arrangements and communications for pupil trips, visits, events and consultation evenings, including: transportation, costs and payments, parental consent, staffing numbers, updating the Evolve / School Comms systems and assisting with the preparation and completion of risk assessments (where required), ensuring all activities and programmes run effectively and hospitality provided as required.
- Manage the administration for after school clubs: overseeing pupil registers; collecting and recording payments; creating and maintaining records on the School Cloud system and liaising with staff as required.
- Responsible for completion and submission of the school census, ensuring all information is accurate and correct with due regard to deadlines.
- Record and maintain accurate data using both manual and computerised systems, including SIMs, Evolve and School Comms, supporting school leaders with data collections and data entry as directed.
- Administer medication to pupils as appropriate, maintaining pupil medication records and provide First Aid when necessary.

## **Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## **Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## **Statement**

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE grade C or above (or equivalent) in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working within a busy office environment with significant administration experience</li> <li>Working within a customer facing or PA role</li> <li>Experience of team and performance management.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience within a school setting is desirable but not essential</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of preparing reports, minutes and responding to correspondence</li> <li>Working within policies and legislation and adapting processes accordingly</li> <li>Full working knowledge of Microsoft Office, including Word, Excel and PowerPoint</li> <li>Working knowledge of Finance and Human Resources administrative processes</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of education policies, systems and processes.</li> <li>Working knowledge of SIMs</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Strong IT Literacy</li> <li>Ability to communicate effectively in verbal and written form to a range of stakeholders</li> <li>Excellent planning and organisation skills with the ability to juggle multiple demands</li> <li>Excellent written and verbal communication skills</li> <li>A meticulous eye for detail</li> <li>Deadline driven and solution focussed</li> <li>Perform well under pressure</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Proactive, whilst working with pace and urgency</li> <li>Ability to work as part of a team</li> <li>Calm, friendly disposition</li> <li>Flexible approach to tasks, new ideas and change</li> <li>Confident and able to use own initiative</li> <li>Ability to act with discretion and maintain confidentiality at all times</li> <li>Have a sense of fun</li> </ul>	