



## FOLKESTONE ST. MARY'S CHURCH OF ENGLAND PRIMARY ACADEMY

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b>	Office Manager
<b>Grade/Salary:</b>	KSC
<b>Responsible to:</b>	Business Manager and Chief Financial Officer
<b>Contract Type:</b>	Permanent, Part-Time (25–30 hours per week, to be agreed) Term Time Only (39 weeks)

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#### Core Purpose

To lead and manage the day-to-day operations of the school office, ensuring the efficient delivery of administrative systems and processes. The role is responsible for maintaining continuity across key functions, ensuring that critical administrative tasks are effectively delivered and not dependent on a single individual.

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#### Key Responsibilities

##### Office Operations

- Oversee the daily running of the school office
- Ensure effective and efficient administrative systems are in place
- Maintain continuity of key functions, ensuring resilience across the team
- Provide high-quality administrative support to the Senior Leadership Team
- Ensure knowledge of key processes is shared across the team to maintain continuity and minimise reliance on individual staff members

##### Core Administration

- Lead on, and share responsibility for:
- Admissions processes
- Early Years returns
- Attendance returns
- Attendance systems and oversight
- Educational visits and trips administration
- Ensure accuracy, compliance and deadlines are consistently met
- Admin for staff CPD
- Management of school calendar
- Admin for enrichment opportunities
- Lead on the preparation and administration of key academic year processes, including the annual rollover of pupil data, setting up classes and records for the new academic year, and completing end-of-year procedures such as leavers' records and Common Transfer Files (CTFs), ensuring accuracy and compliance with statutory requirements

### Financial Systems and Income

- Oversee the school's parent payment system, ensuring accurate setup and administration of payments for trips, meals and other activities
- Monitor and reconcile payments as required, ensuring accuracy and timely follow-up of any discrepancies
- Support communication with parents regarding payments where necessary

### Purchasing and Financial Administration

- Lead and oversee day-to-day purchasing and ordering processes within the school
- Ensure all purchases are made in line with the school's financial procedures and policies
- Seek and secure best value for money, including obtaining quotes where appropriate
- Raise and process orders accurately using the school's finance systems
- Liaise with suppliers and resolve any discrepancies or issues
- Monitor and track orders to ensure timely delivery
- Support the Business Manager and CFO with financial administration as required

### Safeguarding and Compliance

- Support safeguarding processes using MyConcern
- Handle confidential and sensitive information appropriately
- Ensure safeguarding and pupil records are accurate and up to date
- Contribute to a culture of vigilance and safeguarding across the school

### Communication and Front-Facing Role

- Communicate effectively with parents, staff and external agencies
- Support the consistent and professional image of the school office
- Ensure communication is timely, accurate and in line with school expectations

### Line Management

- Jointly line manage the Office Assistant
- Provide direction, support and supervision as required
- Ensure effective deployment of front-of-house functions

### Medical and Welfare

- Oversee administration of pupil medical needs within the office
- Ensure appropriate recording and communication of first aid incidents
- Support systems for managing medicines safely

### Site and Contractor Coordination

- Ensure all contractors attending site have appropriate risk assessments and insurance documentation in place prior to works being carried out
- Maintain records relating to contractor compliance as required
- Liaise with the site team to ensure maintenance and service works are scheduled, communicated and completed in a timely manner

### General

- Work collaboratively as part of the wider school team
- Be flexible and responsive to the needs of the school
- Support whole-school priorities and initiatives
- Uphold and actively promote the school's Christian ethos in all interactions, including maintaining a professional and welcoming presence
- Work collaboratively with the other Office Manager to ensure seamless handover and continuity of all key responsibilities.

## Person Specification:

### Office Manager

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>• Good standard of education (GCSE or equivalent in English and Maths)</li> <li>• Evidence of relevant administrative experience</li> </ul>	<ul style="list-style-type: none"> <li>• Training in school administration systems</li> <li>• Safeguarding training (or willingness to undertake)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in an administrative environment</li> <li>• Experience of managing or coordinating administrative processes</li> <li>• Experience of handling confidential and sensitive information</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of admissions, attendance or statutory returns</li> <li>• Experience of financial administration or purchasing processes</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Strong organisational skills and ability to manage multiple priorities</li> <li>• Ability to work both independently and collaboratively</li> <li>• High level of accuracy and attention to detail</li> <li>• Strong communication skills (written and verbal)</li> <li>• Ability to use IT systems effectively (e.g. MIS, email, Microsoft Office)</li> <li>• Ability to ensure continuity of processes and meet deadlines</li> <li>• Ability to adapt to changing priorities and contribute to the development and improvement of administrative systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school systems (e.g. MIS, MyConcern)</li> <li>• Understanding of school administrative procedures</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Professional, approachable and calm manner</li> <li>• Ability to maintain confidentiality at all times</li> <li>• Flexible and responsive to the needs of the school</li> <li>• Ability to work as part of a team and support colleagues</li> <li>• Commitment to high standards and continuous improvement</li> <li>• Willingness to take responsibility for key areas of work</li> </ul>	<ul style="list-style-type: none"> <li>• Initiative and problem-solving approach</li> <li>• Confidence in dealing with parents and external stakeholders</li> </ul>
Ethos & Values	<ul style="list-style-type: none"> <li>• Commitment to supporting the school's vision and values</li> <li>• Willingness to actively promote and uphold the school's Christian ethos</li> <li>• Ability to present a professional and welcoming image of the school at all times</li> </ul>	

Signed   
Richard Paez

Date 20<sup>th</sup> March 2026