



# Orchard Academy Trust

## Job Description

<b>Job Title :</b>	Office Manager
<b>Location:</b>	Allington Primary School
<b>Grade:</b>	Kent Range D (£27,904-£29,020 FTE)
<b>Hours:</b>	3 days per week (Wednesday – Friday 8am-4pm)
<b>Weeks per year:</b>	38 weeks (Term-time + 5 inset days + 1 week during school holidays)
<b>Duration:</b>	Permanent
<b>Responsible to:</b>	Headteacher

## Job Purpose

- Provide general administrative support to the school under the direction or instruction of the Headteacher
- Have responsibility for the administration of the school's administrative and admissions functions, ensuring these are completed efficiently and effectively.
- Support the School Leadership Team and colleagues within the school office team to ensure the smooth and efficient day-to-day operation of the school.

## Key Duties and Responsibilities

### A. General

- Prepare and maintain pupil data records.
- Communicate with parents/carers regarding school events and information.
- Monitor the school's email correspondence.
- Manage daily attendance and school meal registers.
- Be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- Ensure school security arrangements are always complied with, including the management of visitors on site.
- Undertake and report the School Census figures as required.
- Be the liaison between school external organisations e.g. Health teams and the school photographer.
- Accept and sign for deliveries as appropriate.
- Provide hospitality for visitors to the school.
- Administer medicine to pupils as required, in keeping with the school's policy
- Liaise with parents regarding pupils' sickness/injury.
- Sort and distribute mail accordingly.
- Participate in the appraisal review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

### B. Admissions Duties:

- Support the implementation of the admissions policy in cooperation with the Headteacher.

- Determine applications for admission to Allington Primary School.
- Liaise with the Headteacher to identify whether parental choice regarding pupil admissions and transfers can be accommodated and advise parents/carers of the outcome.
- Supervise and ensure that the MIS database is updated with pupil data to support the Admission and Transfers process.
- Prepare information required for the Admissions Appeals process and support the Headteacher in the presentation of each case.
- Administer applications for in-year transfers into and between schools within the academic year.
- Manage KCC Admissions system via an IT portal.
- Liaise with the Headteacher to book and manage school open days.

**C. Financial**

- Be responsible for all day-to-day financial administration tasks.
- Place and process all school orders and invoices; check incoming stock deliveries and arrange for distribution and storage.
- Set up new suppliers in the schools accounting system.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**Notes:**

This job description may be amended at any time in consultation with the postholder.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>		
Experience of working in a school office environment	x	
You will have a minimum 5 GCSE's A-C including Mathematics and English (or equivalent)	x	

Able to demonstrate a sound knowledge of administrative processes and working practices in a school setting with proficient technical and computer skills	x	
Experience of administrative procedures is desirable alongside a willingness to learn and adapt		x
Experience of Arbor or similar school database system		x
Educated to A level		x
<b>Skills and Knowledge</b>		
Excellent communication skills and style, both verbally and in writing.	x	
Able to deal with parents respectfully/tactfully and confidentially.	x	
Excellent spelling, grammar and proof-reading skills with good attention to detail.	x	
Ability to communicate effectively across all levels and to a varied range of stakeholders	x	
Effective time management and prioritisation skills with the ability to work to deadlines and deal with changing priorities.	x	
Competent in Microsoft Office and Excel	x	
Methodical, organised and competent in maintaining manual filing systems.	x	
Experience in a similar role	x	
<b>Personal Qualities</b>		
Strong team player with inclusive leadership style	x	
Ability to analyse complex problems and present coherent, achievable solutions	x	
Flexibility	x	
Ability to quickly establish professional credibility with team and wider stakeholders	x	
Commitment to excellence	x	
Willingness to attending training and development as required	x	
'Can do' attitude	x	
Willingness to engage with wider School life		x