Job Description: Office Manager

School: Aylesford School

Grade: Kent Range 7

Responsible to: Headteacher and Director of Finance and Resources

Purpose of the Job: To manage the administrative function within a school.

Key duties and responsibilities:

1. Plan, develop, organise and monitor support systems, and procedures.

2. Allocate work to administration team staff.

3. Contribute to the development of administration policies.

4. Provide support, advice and guidance on administrative issues to senior staff, governing body and others.

5. Liaise with other staff, pupils, parents/carers and external agencies.

6. Develop and maintain recording and information systems, including personnel staff.

7. Undertake analysis and interpretation of data, and produce detailed reports and complex information.

8. Operate bespoke school information management systems.

9. Responsible for completion and submission of forms, returns etc., including those to outside agencies.

10. Produce, and respond to, correspondence.

11. Lead on admission processes for the school

12. Manage the recruitment processes for the school to ensure that all documentation is accurately completed and forwarded to the relevant departments in compliance with school policy,KCC policy and legal requirements.

13. Ensure that the outsourced payroll company is updated for all starters, leavers, changes to salary and any overtime / expenses claims

14. Support the Headteacher as needed as her PA

15. Oversee the Finance Officer’s work in the absence of the Director of Finance

16. Manage the school’s Single Central Record

Person Specification: Office Manager

The criteria laid out below provide guidance on the skills and experiences we are looking for. Applicants are not expected to meet all the criteria below, but should be able to give examples of skills and experiences which match at least half of those listed.

**CRITERIA**

QUALIFICATIONS

• GCSEs (or level 2 equivalent) at Grade C or above

• Relevant level 3 qualification

EXPERIENCE

• Experience of working for to senior school staff / Head teacher.

• Experience of drafting reports and correspondence.

• Experience of supervising staff.

• Experience of schools’ admissions processes

• Experience of schools’ single central record and personnel files

SKILLS AND ABILITIES

• Report-writing skills and ability to draft correspondence.

• Supervisory skills.

• Ability to undertake training and recruitment.

• Excellent interpersonal and organisational skills when dealing with all levels of staff, and external contracts.

• Computer literacy – ability to produce a range of documents and reports, including non-standard reports, using Windows wp package, Excel spreadsheet and database functions.

• Ability to undertake research and analyse data.

• Diary and time management skills.

• Ability to organise own workload and that of others to achieve a range of deadlines.

• Ability to balance constantly changing priorities.

• Ability to work within a climate of change.

• Ability to take a proactive approach.

• Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements.

• Ability to investigate complex queries and anomalies when required.

• Ability to take accurate notes

• Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned.

• Co-ordination skills when arranging meetings and appointments

• Commitment to equalities and the promotion of diversity in all aspects of working.

KNOWLEDGE

• Knowledge and experience of relevant systems (Sims; FMS) and specialist ICT packages.

• Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol.

• Knowledge of computerised and manual filing systems.

• Awareness of new initiatives, policy changes and their impact on the management of the school.

• Awareness of Data Protection and confidentiality issues.

• Staff will be expected to have an awareness of and work within national legislation school policies and procedures relating to Health and Safety.

• Knowledge of the administration of admissions procedures in schools