



Job Description: Office Manager

Grade: Kent Range 5

Responsible to: Headteacher

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. Contribute to the development of administration policies
3. Provide support, advice and guidance on administrative issues to senior staff, governing body and others
4. Liaise with other staff, pupils, parents/carers and external agencies
5. Develop and maintain recording and information systems, including personnel staff
6. Undertake analysis and interpretation of data, and produce detailed reports and complex information
7. Operates bespoke school information management systems
8. Responsible for completion and submission of forms, returns etc., including those to outside agencies
9. Produce, and respond to, correspondence
10. Be responsible for effective operation of payroll system
11. Prioritise work with administration staff
12. Co-ordinate the professional development organisation for the staff

The post holder will also provide any other function required by the school as defined by the Headteacher

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level