

Saint George's Church of England School

Role Profile	Office Manager
Reports To	CEO PA
Grade	Kent Range 6
Job Purpose	Manage an effective and efficient administration support service for the school.
Accountabilities	<p>The post holder will be expected to undertake the following broad accountabilities:-</p> <ul style="list-style-type: none"> • Line manage school office staff to ensure the smooth-running of the school's administration service. • Plan, develop, maintain and monitor administration systems and procedures • Complete and submit statutory forms and returns including those to outside agencies. • Support with the admissions process (including mid-stream admissions) to ensure a smooth entry to the school, including production of student timetables. • Support with year 6 transition for all new year 7 entries to the school to ensure a smooth transfer from the primary phase and allocate students to groups in SIMS. • Input and maintain student timetables in SIMS. • Lead the administration of options in liaison with the DH Curriculum. • Liaise with the DH Inclusion and Community Leaders to provide administrative support for exclusions and GIFT meetings. • Report to the Leadership Group on group sizes and numbers on roll. • Provide administrative support to the arrangements of school events in support of the event organiser. • Provide first aid support to students, ensuring that they are dealt with in a caring and effective way. • Liaise with the school uniform supplier to ensure that appropriate stocks are maintained. • Co-ordinate student vaccinations • Co-ordinate annual school photographs • Liaise with staff, pupils, parents/carers and external agencies • Respond to parent enquiries including the parent interview booking system.
Knowledge and Skills	<p>The post holder should possess the following knowledge and skills:</p> <ul style="list-style-type: none"> • Educated to NVQ2 or equivalent • Proven administration experience • Experience of managing a team • Experience of SIMS • Good general ICT skills, including experience of Microsoft Word and DTP packages • Excellent communication skills, both verbal and written for dealing with a range of individuals

	<ul style="list-style-type: none"> • Ability to work to deadlines • Empathy with students • Qualified First Aider
Personal Qualities	<p>The post holder should possess the following personal qualities:</p> <ul style="list-style-type: none"> • A flexible approach. • Ability to build and sustain effective working relationships • Ability to demonstrate enthusiasm and sensitivity while working with others • Ability to make considered decisions • Be encouraging and supportive in the development of others • Be emotionally self-aware • Conflict management • Demonstrate a high level of integrity, honesty and fairness • Have high personal aspirations and inspire the same in all members of the school community • Humour, warmth and energy • Organisational awareness/service orientation • Readiness to reflect on, evaluate and improve practice