



JOB DESCRIPTION

JOB TITLE	Office Manager / Administration
SALARY POINT	Kent Scheme Band 6 or 7 (dependent on qualifications and experience) 6 – pro-rota £18,160 - £19,822 pa (FTE £20,585 – £22,469 pa) Or 7 – pro-rota £19,920 - £22,552 pa (FTE £22,581 – £25,564 pa)
LIASION WITH:	The Business Manager in the first instance and then the Executive Headteacher, who has overall responsibility for the school, and/or the Head of School
HOURS:	37 hours per week, term time, plus 5 INSET days
WORKING PATTERN:	Core hours are 8.00am – 3.30pm
DATE:	June 2021

RESPONSIBLE FOR:

Providing a high-level administrative support to relevant members of the Senior Team.

JOB PURPOSE:

Take responsibility for leading, organising and supervising the Administration/Finance Team to deliver a professional, efficient and cost effective administrative and communication service. A proactive approach to developing the team members' ability to achieve high professional standards within the team, both individually and collectively, is a core focus.

KEY AREAS OF RESPONSIBILITIES:

Administrative Duties

1. To be responsible for the school administration, communication and support services. Manage all queries from various sources, in person, in writing, e-mailing or by telephone to ensure that problems are resolved and precise information is given.

2. Ensure maximum use of SIMs to promote the effective and efficient running of the school office.
3. To undertake collation and dispatch of school correspondence, both in paper and electronic formats, including reports, surveys and all local authority required documentation.
4. Arrange meetings as requested by Headteacher / Senior Leadership Team.
5. Ensure all EIS/SIMS.net updates are entered on to the system.
6. To liaise with external agencies, such as EWO, School Nurses.
7. To undertake any other duties that may reasonably be required.

Pupil Admissions, Attendance and Data/Records

- a) To maintain pupil registration information on the SIMS.net system.
- b) To maintain statistical information regarding pupil attendance, informing the Headteacher, LEA's and the DfE, as required.
- c) To support the Senior Leadership Team with the referral and placement process of new pupils/students, organise transition and placement meetings and ensure good communication with all stakeholders during this process.
- d) Ensure electronic information is accurate and up to date.
- e) To maintain computerised and hard copy pupil files and collate information for the DfE's School Census and be responsible for updating the schools database SIMS.net.
- f) To input data and maintain student records, including contact details of all professionals involved.

General Tasks

- a) To oversee timely and efficient maintenance of the school calendar.
- b) To answer the telephone and respond to queries, as and when required.
- c) To word process miscellaneous documents, letters and minutes relating to students and circulate as necessary.

Personal Development:

1. Undertake appropriate and regular training to maintain his/her knowledge base.
2. Attend briefings and performance monitoring meetings and participate in professional development opportunities.
3. Keep up-to-date with current educational developments and legislation.

Statutory Responsibilities for all School Staff

- To carry out school policy as documented and/or as directed by the Headteacher.
- To represent and promote the school at every opportunity and in keeping with the expectations of the school's image and ethos.
- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation
- The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- At all times operating within the schools Equality policies
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people.

Grange Park School and all its personnel are committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced Disclosure application to the Criminal Records Bureau and ISA Registration, plus verification of the right to work in the UK.

Based on the quality and quantity of applications received, Grange Park School reserves the right to close this vacancy sooner than the specified closing date. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

All references will be taken up before interview.

Grange Park School is committed to the positive promotion of equal opportunities for all.

Person Specification – Office Manager Administration (Level 3)

	<u>Essential</u>	<u>Desirable</u>
Skills and Abilities	<ul style="list-style-type: none"> • Excellent time and priority management and the ability to meet tight deadlines. • High level of personal integrity. • Able to handle emergency situations keeping calm under pressure. • Excellent interpersonal skills. • Understanding, commitment and enthusiasm for education. • Has a firm commitment to Continue Professional Development both for self and colleagues. • Experience of managing conflict and negotiating. • Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet, SIMS.net and database functions. • Supervisory skills. • Ability to investigate complex queries and anomalies when required. • Ability to take accurate notes and minutes of meetings. • 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 and arranging client care when required. • Commitment to equalities and the promotion of diversity in all aspects of working. • Ability to work effectively and supportively as a member of the school team. 	
Qualifications	<ul style="list-style-type: none"> • Minimum 5 GCSE/O' levels A-C including English Language and Maths • NVQ Level 3 or equivalent • Excellent ICT skills 	<ul style="list-style-type: none"> • Certificate in School Business Management or willingness to work towards this qualification.

Experience	<ul style="list-style-type: none"> • Well-developed organisational skills and attention to detail. • Experience of development, management and operation of administrative systems • Previous experience of working with young people and their families • Experience of using SIMS.net • Effective communication with a variety of stakeholders 	<ul style="list-style-type: none"> • Experience working in a school environment.
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems. • 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 a range of IT systems. • Knowledge of computerised and manual filing systems. • Awareness of Data Protection and confidentiality issues. • Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety. 	
Other factors	<ul style="list-style-type: none"> • Must satisfy relevant employment checks • School is on splits sites – so hold a license (category B) for at least 12 months • Have emotional resilience and have a good sense of humour. 	
Requirements from confidential references	<p>Written reference(s) only</p> <ul style="list-style-type: none"> • Confirmation of professional and personal knowledge, skills and abilities. • Positive recommendation from current employer. • Good health and attendance record. 	

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.