

Job role: School Office Manager

Grade: Kent Range 7

Responsible to: Headteacher

Purpose of the Job:

To manage the administrative and/or finance 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) Monitor school budgets
- 11) Manage the school's financial processes and budgets
- 12) Monitor service contracts, school licences and insurance
- 13) Coordinate, purchase, repair and maintenance of furniture and fittings
- 14) Responsible for effective operation of payroll system

Kent County Council

Person Specification: School Office Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Knowledge of SIMS and FMS systems
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working for Head teacher • Experience of school financial processes and budgets
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Report-writing skills and ability to draft correspondence • Excellent interpersonal and organisational skills when dealing with all levels of staff • 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 • 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 oversee the administration of financial systems • Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and experience of relevant systems 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