**Office Manager – Birtley House Special School**

Salary – **£26,880** (£16 per hour)

Full time

40 hours per week -**8am-4pm** (half hour paid lunch)

**Job Type**

Fixed Term for one year (initially) with view to permanent after one year

Outstanding Independent Special School in West Kingsdown, North Kent

**FULLY VACCINATED CANDIDATES ONLY CAN APPLY**

**Job Description**

**HR**

* To manage employee records, ensure they are accurate and up to date and meet Ofsted standards
* To maintain accurate and up to date Single Central Record (SCR) in accordance with keeping Children Safe in Education Regulations and Ofsted
* Be responsible for GDPR within the School
* To ensure records are kept in compliance with the Data Protection Act
* To organise staff contracts with Schools’ Personnel Service
* Organise First Aid training, Safeguarding training and Team teach training bi annually for all staff
* Be responsible for organising health, safety and welfare of staff and other people on school premises as directed by the Headteacher and Premises Manager

**PA to Headteacher, Deputy Headteacher and Assistant Headteacher**

* Manage the appointments and diary arrangements of the Senior Leadership Team, keeping them informed of all forthcoming visits and important diary engagements
* Respond to all school enquiries in the absence of SLT, decide how to screen telephone calls, enquiries and delegate to others as appropriate
* Take minutes at key meetings
* Welcome and look after external visitors and ensure refreshments are available

**Finance**

* To use Engage finance system for invoicing to Local Authorities and Private Clients
* To communicate with the School Accounting Firm about all Staff Wage issues including sending monthly extra hour sheets
* Manage Pupil Premium payments and School Dinner Vouchers
* To organise expenses sheets including travel

**Administration and Reception**

* To line manage other administration staff (cleaning team, receptionist, other)
* Maintaining and updating the Engage databases with pupil and staff information
* Complete the annual Pupil Census
* Establish and maintain an effective Reception service for a range of contacts
* To respond to emails and correspondence
* Maintain accurate computer filing system
* Organise termly parents’ consultations

**Attendance**

* Maintain pupil and staff attendance records daily via Engage and e-reception, make phone calls home to check absences (and record)

**Other**

* Communicate with Kent Community Health Foundation
* Administer medicines to pupils and keep pupil medical records
* Communicate with the School IT Manager on all IT related issues
* Communicate with Local Authority Transport as and when necessary
* Carry out reasonable tasks as directed by the Headteacher, Deputy Headteacher and Assistant Headteacher