



JOB TITLE:	Office Manager
LOCATION:	Kelvedon Hatch Community Primary School, Brentwood, Essex
REPORTS TO:	Headteacher
SCALE:	Scale 6/7
HOURS/WEEKS:	37 hours; term time plus two weeks (during school holidays)
RESPONSIBLE FOR:	Administration Assistant

JOB PURPOSE

- This newly created post is integral to the smooth operational running of the school, providing proactive and comprehensive support to the Headteacher and wider Kelvedon Hatch team. The role will manage the School Office, ensuring the efficient delivery of administrative and organisational priorities. Excellent client care skills and a personable 'can do' approach are key, with the role being internal and external facing.
- The Office Manager will manage and develop the administrative support function, ensuring the provision of an effective and efficient service to the school. The post-holder will work closely with the Central Trust team (Finance, HR, Payroll, IT and Operations).

KEY CORPORATE ACCOUNTABILITIES

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share in this commitment.

- To uphold a commitment to the Trust's Vision and Values as well as those of the school.
- To maintain an awareness of, and a commitment to, the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery, and to observe the standard of conduct which prevents discrimination from occurring.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy, and all locally agreed safe methods of work.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the Headteacher.

These duties are neither exclusive nor exhaustive and the Headteacher may require the post-holder to undertake appropriate duties within the context of the job, skills and grade at any site within the Trust.

PRINCIPAL ACCOUNTABILITIES

ADMINISTRATION

- To have overall responsibility and accountability for all work undertaken by the Administration Assistant and to allocate and monitor workloads.
- To manage internal and external stakeholder engagement and communications.
- To ensure adherence to and compliance with all Trust policies and procedures, using Trust template documents, as appropriate.
- To manage all complaints or complex enquiries.
- To provide confidential PA support, as required, to the Headteacher.
- To manage the office email account; to check regularly and cascade emails, as appropriate, to other staff members; to ensure that emails are dealt with and responded to promptly.
- To ensure that the school has sufficient First Aiders and that they are all trained in accordance with best practice guidelines. To ensure that there are adequate first aid supplies throughout the school site.
- To manage the accident reporting mechanism, ensuring that accurate reports are completed in a timely manner.
- To maintain the school diary/calendar.
- To ensure that all pupil files and records are accurate, complete and current.
- To update and maintain SIMS pupil records. To manage the admission process in liaison with the Headteacher, ensuring that all new pupils are admitted correctly in accordance with the Admissions Code and the school's admission criteria.
- To manage the pupil daily registration process; to check online registers and follow up absences; To liaise with the Headteacher regarding termly reports and letters to parents.
- To manage Year 6 leaver processes; to liaise with secondary schools and ensure that all pupil records and CTF files are forwarded appropriately and in a timely manner.
- To complete the termly school census in accordance with regulations, ensuring that funding opportunities are identified correctly.
- To liaise with the Headteacher regarding supply cover for teaching staff/Learning Support Assistants arising from staff absence.

HUMAN RESOURCES

- To ensure that all aspects of recruitment are carried out in accordance with safer recruitment and Keeping Children Safe in Education guidance, including placing advertisements, taking up references, interview arrangements and contractual paperwork and pre-employment checks for successful candidates.
- To update and maintain the Single Central Record (SCR), ensuring that the information on the SCR is accurate, current and complies with statutory guidance.
- To oversee and ensure completion of all staff performance management reviews.
- To undertake performance management reviews for the Administration Assistant and to ensure an effective performance review system is operated for all members of staff in liaison with the Headteacher.
- To initiate and review the personal development plans of all staff and submit recommendations to the Headteacher on staff development and training needs.
- To manage joiners, movers and leavers on iTrent (HR/payroll system) and to monitor leaver dates, maternity leave absence and fixed term contracts. To produce associated documentation for employee and payroll.
- To support the Central HR team with school reporting for regular Trust Board and Finance and Resources Committee meetings (e.g. termly reporting; diversity data)
- To ensure effective offboarding of staff: exit interviews; leaver documentation; return of school property.

- To support Central HR team with administrative aspects of employee relations cases as may arise from time to time (e.g. disciplinary and grievance processes).
- To manage local payroll processes in line with Central payroll timelines and processes ensuring accuracy and completeness.

GDPR

- To act as Data Protection Lead for the school, ensuring timely completion and maintenance of the Records of Processing Activity (ROPA) document, the B1 document and the Risk Register.
- To ensure an effective records management system, including retaining prime documentation in line with Trust retention schedules and GDPR best practice.
- To ensure the timely and regular training of all staff in GDPR/Data Protection.
- To liaise with Data protection Officer re annual DPO audit and ad-hoc queries.

FINANCE

- To oversee the finance administration work completed by the Administration Assistant.
- To liaise with the Headteacher and Director of Finance to inform budget setting and monitoring.
- To notify the Central Finance team of local funding updates, including for Special Educational Needs.
- To liaise with SENDCo to identify pupils who qualify for Free School Meals and Pupil Premium, ensuring that the school receives the appropriate funding.
- To manage the lettings process and to act as main contact point for all hirers.

INFORMATION TECHNOLOGY

- To maintain the school website in accordance with statutory guidance and to ensure that all information is current.
- To act as the conduit between the school and IT support for all technical queries ensuring that appropriate tickets are raised, in the first instance, via the Trust Help Desk.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood and that I accept, the above job description:

Date: Signature: (Post-holder)

PERSON SPECIFICATION
Office Manager

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Proven experience of administrative work in a busy school environment. Effective stakeholder/relationship management.
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures.
	Prioritisation	Comfortable juggling the priorities of competing deadlines and multiple stakeholders.
	Literacy	Excellent reading and writing skills Ability to proof and check detailed forms, reports and letters.
	Numeracy	Ability to undertake complex calculations and check accuracy of reports (e.g. salary calculations for part-time and term-time staff).
	Technology	Proficient Outlook, Word, Excel skills. Seeks opportunities to make efficiencies or improve processes using available technology. Experience of using Teams /Zoom (desirable)
Communication	Written	Ability to complete detailed reports, forms and letters accurately
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults.
	Languages	Ability to overcome communication barriers with children and adults.
	Negotiating	Effective negotiation and influencing skills in order to consult with colleagues in an effective way and to achieve best possible outcomes.
Working with children	Behaviour Management	To understand and implement the school's Behaviour Policy.
	Special Educational Needs	A good understanding and ability to support the differences in children and adults and respond appropriately in relation to the role.
	Curriculum	A good understanding of the learning experience provided by the school in relation to the role.
	Child Development	A good understanding of the way in which children develop in relation to the role.
	Health and Wellbeing	To understand the importance of physical and emotional wellbeing. Ability to support children, who may be unwell.
Working with others	Working with partners	To understand the role of others working in and with the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families

		and carers and other adults. To be accessible and approachable at all times.
	Teamwork	Proactive and can work effectively alone and in a team. A collaborator and a role model for Trust values and behaviours.
	Information	Ability to provide timely and accurate information.
Responsibilities	Organisational skills	Excellent organisational skills. Ability to work accurately with attention to detail. Outcomes focussed. Can anticipate and look to manage potential roadblocks.
	Line Management	Ability to lead and motivate a team in a positive and successful way.
	Time Management	Ability to manage own time effectively.
	Creativity	Ability to follow instructions effectively.
General	Equalities	To demonstrate a commitment to equality, diversity and inclusion.
	Health & Safety	A good understanding of Health & Safety
	Wellbeing	Support the Trust's commitment to wellbeing.
	Safeguarding and Child Protection	To understand and implement safeguarding and child protection procedures and complete all required relevant training.
	Confidentiality/Data Protection	To understand procedures and legislation relating to confidentiality. An appreciation of the need for professional confidentiality and discretion.
	Continuing Professional Development	To demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance and share knowledge with others.