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| **JOB DESCRIPTION**  |
| **Title: Office Manager****Hours**: 33.75 per week (39 weeks per year)(*Any additional hours worked with the agreement of the Head Teacher will be on a claim basis.)* | **Grade:** Scale KR7 **Hours**: 8.15am -3.30pm - 20 minutes break and 30 minutes for lunch**Section:** Administration**Reports to**: Head Teacher |
| MAIN PURPOSE OF THE JOBUnder the direction/instruction of the Head Teacher: provide clerical and administrative support to a school in the Trust. |
| **ORGANISATION*** To work in the school reception area
* Deal with reception/visitor matters, supported by the office assistant
* Contribute to the planning, development and organisation of support service systems/procedures/policies in line with Trust objectives.
* To manage school trips/parents evening bookings/parent workshops/extra-curricular workshops/NHS programmes/open day events, including monitoring payments and supporting parents
* Assist in the supervision, training and development of administrative support staff when necessary.
* Day-to-day responsibility for the line management of the office administrator
* Update Arbor (Management Information System)
* Liaise with the IT provider to ensure the smooth running of the IT systems in the school.

**ADMINISTRATION*** To monitor first day absence reporting, following attendance policies and procedures (checking registers, following up absences)
* To monitor the late arrival of pupils and maintain accurate and up to date records and files, to transfer files when a child moves to another school
* Attendance: to monitor attendance weekly and report to HT. To send out attendance letters in line with attendance policy.
* To meet with School Liaison Officer termly to review River Mill attendance and procedures. To arrange termly parent meetings with SLO and HT where attendance is poor
* Monitor and track the attendance of groups of pupils, particularly those designated as ‘disadvantaged’.
* Provide accurate information for various statutory returns, ensuring accurate student data for annual CENSUS returns.
* Complete and submit complex forms and returns including to the local authority, DfE and other agencies are appropriate.
* Arrange in consultation with Local NHS Trust, medical appointments, vision/dental checks, height and weight checks.
* Manage school website and school social media including the River Mill app ensuring it is regularly updated and compliant. Information will be provided by staff when necessary, including homework and spellings. All information sent out will be managed by the office administrator.
* Update the school website with support from Greenhouse.
* Clerking the Local Governing Body meetings, producing the agenda with the HT and creating the minutes of the meetings, updating Governor Hub with all paperwork necessary for the LGB meetings, which happens six times per year.
* Create, update and monitoring extra-care and vulnerable pupil’s files
* Administration of admissions and attendance including organising parent meetings in the Autumn Term, managing all necessary Kent admissions including initial ranking of pupils against school admissions criteria and then administration of admissions following Kent Admissions timetables.
* Setting up new files, chasing parents for paperwork, dealing with parent admissions queries, monitoring and managing waiting lists, all INYAFs.
* Liaise with the caterers when necessary, sharing information on pupils including allergies, dietary requirements and school lunch debts.
* To liaise with the cleaning contractor and the site management when necessary, regarding cleaning.
* Analyse and evaluate data/information and produce reports/information/data as required including, but not limited to pupil admissions/transfers, absence & assessment data.
* Undertake word-processing and complex IT based tasks as required.
* Complete and submit complex forms, returns etc. to LA, DfE and other agencies as appropriate.
* In conjunction with office administrator liaise with the fiancé and HR team when necessary.
* To organise the school photograph appointments and the administration of sold photographs.
* Assist with marketing and promotion of the school when appropriate
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| **FINANCE*** To be responsible for the administration management of the cashless payment system in use, with regard to school meals, parent accounts and free school meals in a timely manner, ensuring confidentiality and enabling students to purchase food when required.
* Processing casual and supply staff pay claims.
* Processing stock orders and liaising with the finance team.
* Providing support to teaching staff involving educational visits, booking coaches and dealing with account aspects of school trips.
* Purchasing of central supplies.
* Liaising with the central financial team on forecasts, BACS runs, credit card payments and upkeep of the credit card log, logging invoices, dealing with payment queries, EFA returns, new supplier forms, self-employment checks.

RESPONSIBILITIES* Ensure the school complies with its policies and procedures relating to child protection, health & safety, security, confidentiality and data protection.
* Be aware of and support diversity and ensure equal opportunities for all
* Undertake any appropriate training to develop the role of Office Manager
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals
* Attend and participate in regular meetings as required
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Ensure that all duties and responsibilities are discharged in accordance with the School’s Health and Safety at work policy.
* Participate in the school’s performance management scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
* Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Office.

In-house design, preparation and production of bulk school literature for example, school prospectus, governors’ election correspondence, printing of exam papers, policy documents, staff handbook and others. |
| DATE DRAWN UP: August 2024 NAME: Suzanne Leader**JOB TITLE: Head Teacher** |

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| **Mosaic Schools Learning Trust** **PERSON SPECIFICATION**  |
| **Title:** Office Manager**Hours**: 33 hours 45 mins per week (39 weeks per year)(*Any additional hours worked with the agreement of the Head Teacher will be on a claim basis.)* | **Grade:** Scale KR7 **Hours**: 8.15am -3.30pm - 20 minutes break and 30 minutes for lunch**Section:** Administration**Reports to**: Head Teacher |
| EXPERIENCE (Essential Requirements)This appointment will be subject to satisfactory disclosure and barring police checks [DBS]. No formal qualifications are essential but applicants should have excellent numerical, literacy and IT skills and be competent in Word and Excel. Good communication skills are a must.**EXPERIENCE (Desirable Requirements)**A knowledge of Arbor software. Experience of delivering a responsive and customer-focused service. Paediatric 1st aid training (or be willing to undertake training). |
| KNOWLEDGE/SKILLS (Essential Requirements)* Being responsible, honest and reliable
* Friendly, approachable and calm
* The ability to work under pressure and be able to meet tight deadlines
* Having a knowledge of relevant legislation and guidance in relation to working in an environment with children and the protection of children
* Knowing about and a commitment to the protection and safeguarding of children
* Is willing to work within organisational procedures and processes and to meet the required standards of the role
* Can demonstrate good working relationships with others, both inside and outside their usual work team
* Having the ability to use initiative when required
* The ability to plan and develop good systems
* Has good organisational, administrative skills and can prioritise workloads
* Flexibility and ability to work as a team member in a busy office environment
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| DATE DRAWN UP: August 2024 NAME: Suzanne Leader**JOB TITLE: Head Teacher**  |