



Office Manager | Job Advert





Post | Office Manager

Start Date: August 2025

Contract Type: Term time + 6 weeks

Contract Hours: 08:30 to 17:30 (with 1 hour lunch break)

Contract Term: Permanent

Level: Suitable for an experienced administrator

Salary: Competitive, commensurate with experience

Responsible for: Providing administrative support

Responsible to: Head & Assistant Head Organisation

Our School

Kew House School was established in the conviction that there exists an opportunity for a different kind of independent secondary school in London – academically demanding but with a forward-thinking approach to selection criteria, the flexibility of the curriculum, the shape of the school day, and recognition of creativity and talent. A character-selective school, we pride ourselves on the support and care we extend to our 550 pupils whilst striving to add value to their success in all fields of academia, sport, and creativity. Kew House School has successfully grown over ten years since its foundation and was recently awarded the ISI “Excellent” grading.

Facilities

The buildings are equipped with modern facilities with interactive smartboards and access to iPads.

Curriculum

At Kew House School, we embrace a creative approach to teaching and learning based on an individual’s strengths and needs. Our aim is to provide a rich and broad education to all pupils, whatever their specialism. Whilst we aim to achieve the highest academic results for each pupil, we do not serve as an examination “factory”.

Job Description | Office Manager

All staff are expected to have a clear understanding of the aims, objectives, and ethos of the school, and an awareness of its role in the community. It is essential that the academic and pastoral frameworks in the school are seen as inter-related.

Kew House School is seeking to appoint a confident and enthusiastic individual with good computing skills to join our administrative team.

The role includes the following responsibilities:

School Administration:

General

- Provide confidential, efficient, and effective administrative support for the school
- Ensure that all who contact the school are given a friendly and helpful service
- Ensure that all materials produced are to the highest standard possible
- Answer the telephone and direct calls to relevant personnel when necessary

Reception & School Office

- Oversee Office Staff (one School Receptionist and one School Administrator) including:
 - Line management
 - Allocating tasks and monitoring performance
 - Approving rotas (co-ordinating the staffing of Reception, utilising all members of the administrative staff as necessary)
- Ensure that the Office Staff maintain a welcoming and well-run environment for staff, pupils, and visitors
- Oversee the School Office budget and the ordering of stationery and related supplies
- Manage distribution of pupil materials (e.g. folders, ID badges, homework diaries, locker keys)
- Maintain the School Office sections of the Archive
- Provide cover for duties of Office Staff in case of absence when required

Human Resources

- Manage the school's Single Central Record (SCR) and staff directory, working with Human Resources and the Head to ensure ongoing compliance
- Assist with the recruitment process of new staff, ensuring that the school's Safe Recruitment and Safeguarding policies are adhered to (including: advertising for new roles, inviting candidates for interview, requesting references, and planning interview timetables)
- Assist HR with setting up EduCare accounts and capturing safeguarding training certificates from new and current staff

iSAMS & Pupil Data

- Enter, manage, and analyse data within the school's Management Information System (iSAMS)
- Overseeing the annual rollover process
- Assist staff in using iSAMS
- Complete relevant school census submissions

My School Portal

- Manage the content of KHS My School Portal, including:
 - Co-ordinating the school calendar and its online publication, including event bookings, trip payments, and trip consent forms

- Managing the school's clubs & societies programme, including timetable and bookings
- Creating and updating User Guides for parents and staff
- Managing general design and improvements to content, ensuring that available information is up to date
- Assist staff in using MSP

Supporting the Senior Leadership Team & Senior Management Team

- Take minutes at weekly SLT and SMT meetings
- Take minutes at weekly staff briefings

School Events

- Set up and manage virtual parents' evenings via SchoolCloud
- Organise school photo days and assist School Nurse with organisation of vaccination days
- Assist the Parents' Events Committee with organising of onsite coffee mornings and other events (e.g. parent quizzes and socials)
- Assist with and/or attend such school functions as required

School Trips

- Oversee and manage administration relating to offsite school visits in line with the school's policies and procedures

Marketing

- Assist the Head in managing the school's website
- Assist the Gardener Schools Group Marketing Team with the preparation of termly newsletters

Other:

- Support the Senior Leadership Team when required
- Carry out such work as required and deemed reasonable by the Head
- Carry out such work as required by the Assistant Head Organisation
- Complete any other duties and responsibilities of a similar administrative nature and at a similar level as those described, which may be allocated from time to time
- Administer first aid when required, and in emergencies only

School-wide:

- Work within school policies and procedures
- Contribute to the provision of positive relationships with staff, pupils, parents, and outside agencies
- Attend training and participate in personal, performance, and professional development as required
- Take care for your own and other people's health and safety
- Be aware of and respect the confidential nature of issues

The duties outlined in this job description are non-exhaustive.



Person Specification | Office Manager

The ideal candidate will demonstrate the following:

Experience

- Experience of streamlining / improving administrative processes
- Previous experience of working in the education sector, ideally

Abilities

- Ability to use initiative and to work unsupervised
- An approachable, friendly, and resilient character
- Willingness to learn and make the job their own, ensuring that an efficient and effective service is delivered at all times
- Highly motivated and flexible
- Good time management with the ability to work under pressure and prioritise as necessary

Skills

- Excellent administration and organisational skills
- Excellent communication skills, both written and verbal
- Exemplary client service skills
- A thorough working knowledge of Microsoft Office and Google
- Excellent computer literacy, both in terms of learning new software and using hardware like scanners, printers, and laminators

Values

- Attention to detail and willingness to undertake further training
- Reliability and flexibility
- Enthusiasm, warmth, and a sense of humour
- Willingness to work as a team and to collaborate with colleagues