

## Job Description

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**Job title:** Office Manager/PA  
**Reports to:** Principal  
**Location:** Ebbfleet Academy

### Job Summary

Ensure the effective operation of all aspects of the main academy office, reception and offices. To proactively support the development of a dynamic learning community through effective delivery of administrative services to meet the needs of every stakeholder, contributing to the overall ethos, work and aims of the school. Providing personal assistance to the Principal with highly efficient support in managing and leading the school, ensuring the school is presented in the best possible light at all times.

### Main Duties

- Line management of the main office and other administrative staff. Plan and coordinate their activities, ensuring that deadlines are met and conduct regular check-in meetings with these staff members using ClearReview.
- To be the first line of contact between the Principal and any phone calls, requests from staff, students and visitors, ensuring only appropriate contact is made and managing all communications from the Principal to all employees.
- To provide efficient day to day administrative support for the Principal, including confidential personal assistance, the preparation of reports and routine responses to correspondence.
- Quality assure and proofread all Academy correspondence. Ensure that a corporate style and font is introduced and maintained.
- Ensure there is consistency in office practice within the administrative team.
- Identify the training and development needs and provide appropriate opportunities for individual development by means of performance management.
- Undertake whole academy administration and ensure deadlines are met.
- Assist the SLT by typing correspondence and assisting with the administration for open events, organising the Admin Team support for Open Evenings and other main academy functions.
- Arrange the purchase of supplies and services for general administration and ensure deliveries are checked and any discrepancies are taken up with the Finance Manager.
- Ensure that the administrative budget is managed efficiently on a day-to-day basis.
- Ensure that all records held in the Academy main office and college offices are secure and that confidentiality is a priority at all times.
- To oversee pupil medical matters as necessary, and act as a First Aider.
- Liaising with HR regarding new staff, changes to employment contracts and all other HR issues, ensuring that all new staff receive and sign the appropriate documentation.
- Under the guidance of HR, carry out the correct process for all new staff, volunteers, etc.
- To ensure that Agency staff DBS information is stored for safeguarding purposes and recorded on Bromcom and the SCR accurately.
- Management of the document storage system. Ensure that all users are fully trained and keep records up-to-date.
- Managing the buying and selling of School Uniform
  - To plan and organise the sale of school uniforms available through the academy.
  - Organise the school uniform events for sale of uniforms to new intake.
- To update Academy Policies, under the guidance of the Principal.

- To maintain the Academy's complaints log and ensure that complaints are dealt with and actioned in a timely manner.
- To undertake such other duties as the Principal may, from time to time, reasonably direct.

## Person specification

The successful candidate will be likely to fit the following profile:

### Skills

- Ability to work under pressure and meet deadlines
- Good ICT skills
- High levels of organisation and ability to multitask

### Experience

- Evidence of successful administrative role
- Experience of working in an educational setting would be an advantage but is not essential

### Personal Qualities

- High levels of personal and professional integrity
- Appropriate levels of personal presentation
- Ability to communicate concisely and sensitively both orally and in writing to a variety of audiences
- An ability to work with external agencies
- Adaptability and flexibility

### Attitudes

- A team player
- A commitment to child protection and safeguarding
- A reflective and flexible approach
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Supportive of the School's ethos

## Safeguarding of students and duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.