

## Job Description

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**Job title:** Office Manager/PA to Principal  
**Reports to:** Principal  
**Location:** Leigh Academy Hugh Christie

### 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 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

#### Duties for SLT

- 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 to the Principal, dealing with matters of a highly confident nature, the preparation of reports and routine responses to correspondence, minuting any meeting involving the senior leadership team (SLT), where appropriate.
- Undertake diary management and administrative tasks for nominated members of the SLT, including maintaining the Principal's electronic diary.
- Support the academy with the administration and organisation of open events including open evenings, parents evenings information evenings etc.
- To undertake such other duties as the Principal may, from time to time, reasonably direct.
- Oversee formal complaints coming into the Academy and liaise with senior leaders to resolve these and where necessary support with correspondence and liaise with the Trust.
- Liaising with Governors on behalf of SLT to ensure monitoring visits are planned and take place and whole school communication is sent to all relevant parties.
- Liaise with the Chair of Governors to arrange meetings and documentation with the Principal.
- Overseeing the inboxes of the Principal and relevant SLT members to ensure key communications are not missed and are responded to in a timely manner
- Support SLT and estates team with Health and Safety safety and accident reporting, responsibility for organising fire drills and lockdown procedures.
- Work with the SLT and the Trust in respect of suspensions and exclusions processes.
- Work with the SLT and the Trust in respect of any parental complaints procedures.
- Work with the SLT and the Trust in respect of admissions and admissions appeals.

## **HR & Recruitment**

- 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.
- Complete recruitment request, job offer forms, resignation requests and change of contract forms to HR.
- Ensure all staff details are up to date and tracked, including emergency contact details.
- Liaise with Trust Talent team to coordinate all job interviews, prepare and file relevant documentation for these and complete onboarding of new staff
- Work with office staff and senior leaders to oversee induction of new staff including all relevant communications prior to and upon starting
- Under the guidance of HR, carry out the correct process for all new staff, volunteers, work placements etc.
- To review and facilitate the updating of job descriptions across both the teaching and support staff.
- To ensure that Agency staff DBS information is stored for safeguarding purposes
- Oversee the completion and accuracy of the SCR with the Principal which can relate to teachers, support staff, agency staff, contractors and volunteers. This also includes logging all pre-employment checks including details of the DBS checks. Ensure this is regularly updated and monitored by the Chair of Governors
- To ensure all salary information for supply staff are correct and forwarded to School's salary provider
- Oversee discretionary leave requests and ensure these are completed appropriately and reported to the Principal for approval and to HR.
- Report all staff absences to HR in a timely manner
- Ensure that return to work absence paperwork is completed by staff and returned in a timely manner.
- Support the senior leadership team with any other aspects of staff absence and disciplinary matters.
- To organise disciplinary meetings and to provide notes of disciplinary meetings.

## **Line Management of Main Office**

- Recruitment and 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 and performance management with these staff members using ClearReview.
- Quality assure and proofread all whole school Academy correspondences. 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.
- Management of the document storage system. Ensure that all users are fully trained and keep records up-to-date.
- 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.
- Plan and deliver professional development for office staff and where appropriate other support staff.

## **Admissions and appeals process**

- Manage the admissions process for the academy.
- Seek opportunities to promote the school to prospective parents, arrange tours, interviews and manage queries from parents as part of the management of Admissions.
- Work with the Principal on the admissions process, ensuring timely and effective advertising is created and published.

- Support the Principal by undertaking the administration relating to the appeals process.

### **Academy Marketing and Events**

- To be responsible for the compilation and yearly updating of the content of the Academy Prospectus. Liaise with Graphic Designer and Principal to ensure a professional document is published. Ensure all drafts are proofread and amendments are made.
- Work with the Trust IT Team to produce marketing material such as leaflets, banners, posters, etc.
- Attendance at recruitment fairs when necessary.
- Be responsible for overseeing the Academy website and social media content such as Facebook Campaigns. Ensure all information published is accurate and up to date. Source information to be placed on the website to make it interesting for all stakeholders e.g. Latest News.
- Act as press liaison officer. Build up a relationship with the local press in order to ensure the Academy receives a high profile within the local community such as running good news stories.
- Working with the member of staff responsible for admissions ensures timely and effective advertising is created and published.
- Oversee and be responsible for the completion and proof reading of the Academy newsletter.
- Liaise with external stakeholders, such as KMT and TGTSH to ensure they are well supported when using the Academy facilities and coordinate with them to ensure any events are mapping into the Academy calendar.

### **Other Whole School Administration / Duties**

- Manage the Whole Academy Calendar and coordinate this with all staff requests, map all academy and Trust events into the Academy calendar well in advance of the start of the academic year.
- Overall responsibility for the storage of student information in filehound.
- Ensure term dates and INSET days are published and communicated to all stakeholders, including website updates
- Oversee and manage the Academy mailboxes, including info@ to ensure that all necessary communications are responded to by the relevant members of staff in a timely manner, and to monitor persistent complaints coming into the Academy
- Undertake whole academy administration and ensure deadlines are met.
- To oversee pupil medical matters as necessary.
- To update Academy Policies.
- Managing the buying and selling of School Uniform with external suppliers
  - a. To plan and organise the sale of school uniforms available through the academy.
  - b. Organise the school uniform events for sale of uniform to new intake.
- Open door to staff for discussion of confidential matters and where appropriate provide mental health first aid support.

### **Review of Job Description**

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. 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 and therefore, you may be required to perform other duties as requested by your Line Manager . 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 at the reasonable discretion of the Business Manager. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties.

### **Academy Ethos**

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Support the Academy in meeting its legal requirements for worship
- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate

### **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**

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The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. 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.