



Job Description

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| Job Title: | Office Manager and PA to the Headteacher |
| Grade/Salary: | Grade 7 (£22,543 - £26,500 pa) (Pro-rata equivalent salary £20,381 - £23,959pa) |
| Hours of work: | 37 hours per week (TTO plus 4 weeks) |
| Reporting to: | Headteacher |
| Direct reports: | Admissions Officer; Receptionist: |

Overall Job Purpose

To lead the School Office team in providing a first class administration service to the school, with particular focus on:

1. Providing a confidential and efficient personal administration services to the Headteacher.
2. Managing the school office team, ensuring the smooth running of the school administration service.

Main Duties and Responsibilities

Office Manager

- Line managing members of the school office team creating an effective working environment, ensuring team members have manageable workloads and ensuring the smooth-running of the school's administration service.
- Planning, developing, maintaining and monitoring administration systems and procedures.
- Completing and submitting statutory forms and returns including those to outside agencies.
- Creating an annual schedule of staff meetings and working with all staff to produce and maintain the school calendar for each academic year
- Providing administrative support for school events.
- Liaising with staff, pupils, parents/carers, and external agencies
- Undertaking a key role in relation to health and safety and fire safety reporting.

PA to the Headteacher

- Undertaking a diverse range of secretarial and administrative duties for the Headteacher.
- Assisting with the preparation of correspondence, reports and other documentation ensuring these are well-presented and contain complete and accurate data.

- Acting as a prime point of reference for pupils and parents if they require information or have a concern, in the absence Headteacher, or Deputy Headteacher.
- Ensuring all relevant paperwork is given to the Headteacher in advance of her meetings and highlighting any forthcoming events etc. which she will be attending.
- Fielding calls, dealing with callers sympathetically and efficiently, and redirecting calls where appropriate.
- Liaising with the Trust HR Manager in relation to advertising job vacancies; arranging candidate interviews; preparing offer letters and conducting pre-employment checks.
- Maintaining the school's Single Central Record and collating data for the annual Workforce census return, liaising with and seeking advice from the Trust HR Manager as necessary.
- Processing the Headteacher's mail and in-tray, prioritising correspondence and dealing with it autonomously where appropriate.
- Attending Leadership Team meetings, recording discussions and action points and following them up to ensure completion.
- Organising and maintaining filing systems.
- Recording and monitoring staff attendance levels.

Other Duties

- Providing a high quality administration and organisational service to the school in accordance with the Trust's established policies and procedures.
- Providing support, advice and guidance on relevant administrative issues to senior staff, governors and other stakeholders.
- Keeping records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Undertaking other administrative tasks, as required, to ensure the smooth running of the school office and help provide cover by undertaking other administrative tasks, in the absence of other team members.

This job description is designed to outline the main duties and responsibilities associated with the post but it is not intended to be exhaustive. It may be subject to modification after consultation with the post-holder.

Person Specification

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| QUALIFICATIONS | |
| Degree or equivalent in Business Administration or similar | Desirable |
| Educated to A level or equivalent, with GCSE grade A*-C in English and Maths | Essential |
| EXPERIENCE | |
| Experience of working as a Personal Assistant | Essential |
| Experience of using SIMS would be an advantage but training can be given. | Desirable |
| Experience of managing a small team and delegating work appropriately | Essential |
| Experience of developing, operating and maintaining administrative systems. | Desirable |
| SKILLS AND ABILITIES | |
| The ability to communicate clearly, accurately and effectively with a variety of people both orally and in writing | Essential |
| The ability to produce a range of documents and reports, using Microsoft Office (Word, Excel etc) as well as other databases (e.g. SIMS). | Essential |
| The ability to assess and diffuse confrontational situations, listening actively and making people feel positive and included | Essential |
| Highly developed organisational and administrative skills. | Essential |
| Time management skills and the ability to work with minimum supervision | Essential |
| Ability to develop and maintain effective computerised and manual filing systems. | Essential |
| Ability to organise and prioritise own and others' workloads to achieve deadlines. | Essential |
| Ability to investigate methodically and respond to complex queries and anomalies when required. | Desirable |
| Ability to monitor and process accurate administrative records. | Essential |
| Ability to multi-task and react positively and calmly to unplanned events and emergencies | Essential |
| KNOWLEDGE | |
| Awareness of and commitment to safeguarding children | Essential |
| Understanding of Data Protection and a commitment to a high standard of professional confidentiality. | Essential |