

Office Manager and Headteacher's Personal Assistant

Post Title:	Office Manager and Headteacher's PA
Grade:	Bexley BEX09
WTE:	36 hours per week, 42 weeks per year
Responsible to:	Headteacher, HTL
Responsible for:	School Office staff
Functional links with:	Trust, Parents, Governors, teaching staff, NHS professionals, contractors, and Staff
External links:	External professionals where appropriate
Main purpose of the job:	

Under the direction of the Headteacher, the postholder manages the workload and flow of the office, administrative and site staff, and provides PA support to the Head Teacher.

Specific responsibilities include; managing the school office and site staff in order to maintain an efficient, safe and purposeful environment, managing the provision of cover, creation and maintenance of accurate and confidential records, undertaking financial control procedures to ensure best value is obtained, contributing to the raising of standards by implementing strategies that reduce bureaucracy, and ensuring that support staff are appropriately managed and trained to meet the needs of the school at all times. Will be responsible for creating and maintaining a resilient and agile staff team that can adapt to the demands of each role, and the external demands placed on the school.

Major Duties and Responsibilities:

1. Deal with correspondence, telephone calls, visitors and enquiries and ensure adequate staffing of the reception desk and switchboard
2. Organise the day to day workload of the administrative staff including the Welfare Officer within the school office and ensure appropriate prioritisation of tasks
3. Manage administrative procedures including DfE and other returns required for example; census, predicted student numbers, admissions
4. Review and update the Schools procedures and systems to ensure compliance with the Amadeus Primary Academies Trust documents and policies
5. Planning, organisation and control of projects as assigned by the Headteacher, Deputy Headteacher or representative of the Trust
6. Maintain confidential staffing records including absence management, act as main liaison for administration between Trust HR and the school
7. Maintain pupil records and procedures particularly in relation to; admissions, off rolling, transfers, health issues and safeguarding records
8. Manage the school admissions process ensuring a smooth process for prospective parents
9. Check the final payroll against the system with the Headteacher, reporting any queries in a timely manner

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10. Main liaison with the Trust Central Team in relation to budgets, current spend and monitoring meetings.
Ensure finance reports are collated and accurate as requested by the Trust Central Team
11. Ensure the DBS checks for the school are carried out by the Central Team in line with current safeguarding procedures and that Single Central Record is maintained
12. Manage cover as required ensuring supply is booked and recorded, update SCR as appropriate
13. Oversee pupil attendance, ensure outstanding data, missing marks are explored and due diligence is followed
14. Ensure compliance in areas that are delegated to the role, for example, website compliance, safeguarding training
15. Responsible for the supervision of relevant staff: administrative, clerical, finance and site staff, including recruitment and selection, training and development, performance management, attendance management, line management meetings and appropriate disciplinary processes
16. Manage school onboarding of new staff in the areas of responsibility, and also for volunteers
17. Manage all onboarding for new students including in year transfers, IT logins, and SIMS details
18. Liaise with Trust contact in relation to school contracts and licences, ensuring they are renewed in a timely manner to ensure due process and best value
19. Provide timely and accurate information to key stakeholders which include Headteacher, members of Senior Leadership Team, members of the Central Trust Team, in addition to those delegated by the Headteacher
20. Supervise all of the financial processes in school, including lunch payments, lettings, activities and donations
21. Provide exceptional PA support to the Headteacher including: gatekeeping for day to day operations, diary management, setting up and organising meetings, delegated management of correspondence including email, provide administrative and secretarial support, including preparation of letters, photocopying and screening telephone calls
22. Preparing paperwork and queries to be reviewed by Headteacher on a daily basis
23. Manage relevant email inboxes, delegating emails to appropriate members of staff
24. Create weekly newsletter for parents, carers and stakeholders
25. Monitor and update nursery statements on a weekly basis, attendance and payments
26. Any other duty as required by the line manager

