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



Person specification:

JOB TITLE: OFFICE MANAGER AND HEADTEACHER'S PA

Information for candidates: The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. People with disabilities will be offered an interview where they meet the essential criteria alone.

Criteria	Essential ✓ Where relevant	Desirable ✓ Where relevant
Education/Qualifications:1. High general level of literacy and numeracy, preferably degree level2. First aid qualification	1	~
 Professional knowledge, skills and competences: 1. Good communication skills verbal and non-verbal 2. Good telephone manner 3. Competent ICT – word processing, spreadsheet and database skills 4. Organisation skills 5. Keeping a clean, tidy, well ordered environment 		
 Experience: 1. Working with adults and students 2. Managing and leading a team 3. Working in an office environment 4. Dealing with members of the public 	✓ ✓ ✓	1
 Philosophy and commitment: 1. An interest in educational issues 2. A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities 3. A personal commitment to lifelong learning and continuous professional development 4. Commitment to high standards, best value and continuous improvement 5. A 'can-do' approach and positive attitude to innovation and change 		
 Personal qualities: 1. Attention to detail 2. Confidence and good interpersonal and networking skills 3. Enthusiasm 4. Initiative and self-motivation 5. Flexibility, creativity and ability to think laterally 6. Stamina and a capacity for hard work 7. Effective time management skills 8. Ability to be reflective and self critical 9. Agility and resilience 		