

JOB DESCRIPTION

Post Title	PA and Office Manager
Salary Scale / Grade	Scale 6
Hours per week	37 hours per week. Term time plus two days.
Responsible to	Headteacher

Job Purposes:

- To provide a highly efficient and effective support to the Headteacher in all aspects of their work including confidential matters.
- Manage a designated team of administrative and reception staff ensuring a professional school image.

Key Accountabilities

PA to the Headteacher

- To ensure a high standard of administrative support for the Headteacher in order to assist in the smooth running of all their activities, working under their supervision but expected to exercise considerable initiative in performing delegated duties including seeking the necessary advice where appropriate.
- To manage the Headteacher's diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors, managing requirements for meetings, providing preparatory support and making travel arrangements.
- To prioritise telephone calls to the Headteacher providing assistance where possible, referring more complex enquiries to the SLT member, ensuring action is taken and reporting results to the Headteacher.
- Deal with incoming email and post, often corresponding on behalf of the Headteacher (this may involve dealing with emails and correspondence outside normal school hours)
- Ensure that papers are given to the Headteacher for the next day's meetings and that any instructions/directions are obtained prior to the meeting.
- Maintain total confidentiality with regard to issues relating to members of staff and students.
- Work with the Clerk to the IEB to maintain a file of all school policies, advising the Headteacher when they are due for review and/or are due to be updated due to changes in legislation/guidance.
- Maintain accurate records of senior leadership team (SLT) and staff meetings, distributing agendas, minutes and other relevant documentation as required.
- Liaise as required with IEB members, staff (teaching and support), students and parents/carers on behalf of the Headteacher.
- Liaise with professional bodies, outside agencies, other schools and organisations etc, and attend to queries as required by the Headteacher.
- Research and investigate information as requested by the Headteacher/SLT
- Assist in the collation and preparation of statistics, management information and reports as required by the Headteacher, the governors, auditors, the local authority (LA), and the DfE.
- Draft and distribute suspension and exclusion letters to appropriate stakeholders, as required by regulations and with the correct phraseology.
- Support the Headteacher in compiling reports, including Permanent Exclusion Reports and IRP Reports.

- Maintain up to date knowledge and understanding of the Ofsted, Safeguarding and KCSIE, DfE Statutory Guidance on Suspensions and Exclusion from school, GDPR and other education guidance.
- To take minutes as required.
- Work with the HR Assistant, Data Manager, Marketing Officer, Exams Officer, Attendance Officer and PA to Head of VI Form, to ensure smooth running of the administrative functions of the school.
- Support the HR function where required.

Office Manager

- To line manage the Administration Assistant and receptionist based on the 11-16 site, ensuring an excellent administrative and reception service is consistently provided and in accordance with the IEB/Academy Committee's policies and procedures.
- To work with the PA to Head of VI Form/Office Manager and the shared Marketing Officer to ensure school documents follow consistent principles.
- To work with the PA to the Head of VI Form/Office Manager to oversee the school calendar.
- Oversee the logistical operational details for events on the 11-16 site.
- Have regular forward planning meetings with all Admin staff, to co-ordinate and plan for forthcoming events or workstreams.
- Be responsible for ensuring facilities and ICT teams are aware of requirements and hospitality is available as required.
- Streamline any practice of duplication or to maximise or improve administration
- Be responsible for the management of displays in the 11-16 reception area, including electronic, to ensure they are up-to-date and promote a positive image of the schools;
- Be responsible for ensuring all correspondence sent by the 11-16 College is correctly formatted, with accurate grammar and spelling; working with the PA to the Head of VI Form/Office Manager to ensure consistency across the sites.
- To ensure the staff handbook is kept up to date.
- Be responsible for overseeing the archiving of 11-16 student records by working with the relevant Head of Year/Assistant Head of Year.
- To support with the arrangement and coordination of school events as required.
- Be responsible for budget management for Hospitality, Postage and Stationery.
- To support with tasks outside of the office/reception to support running of the schools and therefore the provision of education of the students.

Other responsibilities:

- To ensure all duties and responsibilities are discharged in accordance with the Trust's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To participate in the Trust's performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale.
- To undertake other reasonable tasks as directed by the Headteacher.

Review:

- This job description is subject to annual review and /or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
GCSEs at 4/C or above in English and Mathematics or equivalent	✓		A
A level/NVQ level 3 or equivalent	✓		A
ECDL or equivalent		✓	A
EXPERIENCE			
A range of experience of working in an office environment	✓		A, I
Dealing with confidential work	✓		A, I
Two years' experience of working in an educational setting		✓	A, I
Experience of leading a team and individuals		✓	A, I
Experience of planning and developing systems	✓		A, I
KNOWLEDGE AND UNDERSTANDING			
Understanding the requirement for confidentiality, tact and discretion	✓		A, I
Understanding and experience of the main safeguarding principles	✓		A, I
SKILLS AND ABILITIES			
Excellent interpersonal, and communication skills, both written and oral, and high standard of written and spoken English	✓		A, I
High level of competency in ICT, including word processing, Powerpoint and spreadsheets	✓		I
Ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations	✓		A, I
Experience of challenging the work of self and others to continually improve own and team performance	✓		A, I
Ability to use Arbor		✓	I
PERSONAL QUALITIES AND ATTITUDES			
Evidence that you have the key qualities and attributes of integrity, conscientiousness, adaptability and optimism	✓		A, I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition	✓		I
Evidence of the efficiency and confidence to work on own initiative and make things happen	✓		A, I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I