



Job Description

DESIGNATION: Office Manager and PA to Headteacher
POST RESPONSIBLE TO: Headteacher
LINE MANAGER: HEADTEACHER
POST GRADE (Gauge Ref: N1635) – Level 6

Full-time 37 hours per week Full Year

Purpose of the Post

1. To maintain the Head Teacher's Diary & provide administrative & customer service assistance for the Headteacher
2. To act as line manager for clerical/administration staff
3. To organise the Administrative, and Clerical functions as required by the Headteacher including the production of reports, agendas, minutes, news sheets, posters, advertisements, reprographics, office filing, resources, correspondence as required.
4. Arrange for minuting of meetings as appropriate including governors if required.
5. Ensure and effective and efficient reception services is maintained.
6. Ensure that legal correspondence is dealt with appropriate by forwarding to the relevant person promptly and/or through reference to legal advisors.
7. To oversee and contribute to staff recruitment and staff appointments.

RECEPTION/SECURITY – To lead, manage and develop the following:

- Reception duties and the operation of security systems.
- The school telephone & communication systems
- Office procedures comply with the Data Protection Act and other relevant legislation
- Compilation of statistical returns for school and outside agencies
- Communication with L.A., Education Welfare, School Nurse and other external agencies
- Systems to ensure compliance to regulations in respect of school exclusions ensuring the production and distribution of letters and recording of same

Line Management responsibilities

- Management of Clerical/Administrative Support as required including supervision of lower graded staff.
- Performance Management and CPD for Clerical/Administrative Staff
- To allocate work and support as required to lower graded clerical/administrative staff.
- To provide induction and training for new clerical/administrative staff
- To work with the senior staff to continually improve administrative services and procedures throughout the school

Resources:

- Budget holder for General Office budget (max £5000)

DUTIES:

In order to fulfil this requirement, the main duties of the post holder will be as follows:

Provision of Behaviour Related Administration

- To produce and distribute exclusion letters
- To record and monitor all student exclusions to ensure compliance with school policies and government legislation
- To record daily behaviour incidents and produce reports as required

Minuting of Meetings

- Have a working knowledge of the Memorandum and Articles of the Governing Body in order to ensure legal compliance.
- Ensure that all governor meetings are minuted in accordance with the Articles
- Maintain the register of Governors
- Liaise with the Chair of Governors and Governor Support as required
- Ensure all papers are prepared and distributed for Governors' meetings in accordance with meetings timetable.
- Arrange disciplinary meetings for both staff and students as and when required
- Organising and ensuring that a minuting clerk is available for each committee meeting as required
- Oversee and ensure clerking of all meetings is to a high standard
- Preparing agendas for Senior Leadership Meetings
- Minuting of Senior Leadership Meetings including personnel meetings as and when required
- Ensuring that a member of the clerical/admin team prepares agendas and minutes for other meetings in school as required.

Administrative Support to the Headteacher

- Typing of letters, reports etc for the Head as required.
- To maintain the Head's appointment diary
- To make phone calls as requested by the Head

Personnel Administration

Recruitment:

- Liaising with the Head Teacher and other relevant staff when a vacancy arises to determine and document details of the vacancy.
- Liaise with relevant staff to determine an interview date and closing date for applications and notify the School Business Advisor
- Receive applications and pass to the relevant staff member on the closing date for short-listing
- Notify short-listed candidates and liaise with relevant staff in order to compile an interview schedule.
- Send for references
- Make necessary arrangements for interviews, ie book rooms, notify the cover co-ordinator where cover required, arrange for refreshments, liaise with staff where students are involved in the interview process and prepare interview questions.
- Oversee arrangements on the interview day

Appointments:

- Notify successful candidate in writing and forward all relevant appointment paper work
- On receipt of completed documents, instigate DBS and right to work checks.
- Ensure DBS clearance received and forward the relevant appointment checks and new appointment paper work to the Finance Officer for submission of Appointment Form

Safeguarding

- Monitoring and updating of the school's Single Register
- Ensuring completion and recording of relevant paperwork by staff required to maintain safeguarding regulatory compliance.

Legal Issues

- Consider and respond to requests under the Freedom of Information Act
- Respond to requests for information by public bodies eg Police
- Respond to correspondence from legal representatives
- Consult with legal advisers for any issues arising which give rise to concern and advise the Headteacher or other senior staff member of the advice received.
- Liaise with the Finance Officer in relation to insurance claims received.

Other Duties;

- Contribute to Year End functions for pupil related data
- Contribute to completion of PLASC return
- Provide general clerical/administrative support where required.
- Contribute to the publication of documents relating to areas of responsibility in a format which can be understood by a variety of audiences.
- Contribute to the developing and monitoring of data management information systems.
- Updating of policies on the school website to ensure legal compliancy.

Other

- To undertake any other duties in connection with the role as might reasonably be requested by the Headteacher
- The Job Description and allocation of responsibility may be amended from time to time
- Ensuring confidentiality is maintained at all times.