



SOUTH NOTTINGHAMSHIRE  
ACADEMY AND SIXTH FORM

Job Title:	<b>Office Manager / Personal Assistant to Headteacher</b>
Location:	South Nottinghamshire Academy
Hours of Work:	Full time, term time only plus 2 weeks per year. 37 hours a week.
Salary:	The Redhill Trust Pay Scale, Band 9, point 41-45 £24,118 to £26,622 per annum. Actual salary paid £21,354 to £23,571 per annum.
Responsible to:	Headteacher / Operations Manager
Post Objective:	To provide a comprehensive, confidential PA administrative service to the Headteacher and Deputy Headteacher undertaking a variety of administrative, clerical and managerial tasks.

#### **Main Duties and Responsibilities:**

##### **Office Manager**

- To be responsible for the efficient running of the school's main office, ensuring a professional level of service to those attending the school.
- To delegate tasks to designated staff as appropriate.
- Be responsible for the work of the office staff.
- Line management responsibilities for the office staff and ownership of administration staff performance management
- Be responsible for opening the school office and ensuring that the switchboard is operated from 8am each day.
- Be responsible for the admission to school premises of all visitors.
- Provide refreshments for visitors to the school as appropriate.
- Ensure that pupil register lists are taken to emergency meeting point in the event of a fire / other emergency which requires the school to be evacuated.
- School Prospectus.
- School digital signage.
- Be responsible for ensuring that pupil data is entered on the school database and that such records are up to date and completely accurate.
- Be responsible for the distribution of all incoming mail and deliveries.
- Supervise the recording of outgoing post.
- Ensure that the office complies with GDPR.
- Be responsible for the authorising and ordering school office stationery and postage.
- Be responsible for ensuring that all general word processing – letters, forms, booklets, programmes are of the highest standard.

- Be responsible for the efficient carrying out of all general office duties, including reception, switchboard and pupil information.

#### PA to Headteacher

- Carry out all duties as Personal Assistant to the Headteacher including co-ordinating the Headteacher's diary.
- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Headteacher's work including management of diary, correspondence, records, databases for whole school events
- To be the first point of contact for enquiries to and communications with the Headteacher
- Ensure that the Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and in the Head's absence refer matters to relevant member of Senior Leadership Team for action.
- Ownership of preparing documents for Headteacher meetings and ownership of minute taking and agendas for SLT meetings and other meetings deemed appropriate by the Headteacher
- Be responsible for the Headteacher filing including confidential teaching staff files
- To receive visitors on behalf of the Headteacher and to make appropriate arrangements for their hospitality
- Manage hospitality for meetings and events/ functions throughout the year
- Receive and appropriately deal with all incoming electronic communications to the school's general email.
- Check the school's e-mail for incoming messages and use judgement to re-direct them to appropriate people/departments. Keep 'inbox' clear of read messages.
- To keep an updated database of school Policies, ensuring they are reviewed when due by the relevant member of staff and uploaded to the Academy website
- To produce the Academy calendar and ensure that it is up to date for staff and key events and term dates are shown accurately on the website
- To update and produce the staff handbook
- To update and manage the provision of student planners

#### Exclusions and Admission

- Be responsible for all administration relating to permanent exclusions and admissions, liaising with parents, other schools and Governors on behalf of the Headteacher.
- Liaise with the Governing Body in arranging Governors meetings, disciplinary Panels, re-admission meetings and any other meetings as required. Carry out all necessary administrative tasks in connection with this, to include preparing appeals documentation, information regarding fixed term and permanent exclusions.

### Clerk services to Governors

- Open correspondence addressed to the Chair of Governors, including all highly confidential correspondence and in consultation with the Chair of Governors/Headteacher, take appropriate action.
- Liaison with Governing body to arrange meetings, disciplinary panels and other meetings as required
- Prepare for Governors meetings, ensuring agendas and information packs are sent in a timely manner considering legal requirements
- Attend Business Committee meetings and take ownership of minutes and other associated documentation

### Health and Safety

- Play a key role in managing health and safety within the school.
- In conjunction with the Operations Manager and Site Manager, ensure that staff and students are familiar with their responsibilities and provide appropriate training.

### General

- Attendance at staff meetings and INSET activities where relevant.
- To undertake any training considered relevant to the post.
- To uphold and actively support the school's policies and procedures.
- Due to the nature of the work, the postholder may need to carry out work outside of normal working hours.
- Undertake any other duties which might be reasonably being regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.