

COLTON HILLS COMMUNITY SCHOOL
OFFICE MANAGER / PERSONAL ASSISTANT TO HEADTEACHER
JOB DESCRIPTION

JOB TITLE

Office Manager/Personal Assistant to the Headteacher /(SLT)

SALARY

NJA Grade 6

CONTRACT HOURS

Full Time: 37 hrs pw – Term Time (plus 10 days to be worked throughout the school holidays)

Hours of Work – 8.00 am – 4.00pm Monday – Thursday – Friday 8.30 am – 3.30 pm (30 minutes unpaid lunch break each day)

Flexibility is required within the role to meet the needs of the school. Additional hours worked within term-time are to be taken in lieu of the school breaks.

RESPONSIBLE TO

Business Director

MAIN PURPOSE OF THE JOB

- Act as PA to the Headteacher and leadership team, having autonomy to deal with complex issues
- To provide high level, confidential administrative support to members of Leadership Group
- To provide support to Governors – dealing with matters of a sensitive and legislative nature
- Manage the school's HR function, including absence monitoring.
- Line Manager to the school's administration team

MAIN FUNCTIONS

- Act as PA to leadership team, having autonomy to deal with complex issues.
- Act as Headteacher's representative on internal and external matters of administrative nature.
- Develop effective systems and processes within the Admin Team. Have autonomy to resolve issues within the team.
- Line Management responsibility for members of the admin team, including appraisal reviews.

March 2014 (revised May 2020)

- Responsible for managing the school's HR systems, Responsibility for completing and submitting the School Workforce Census.
- Reconcile monthly payroll statements dealing with issues arising.
- Manage staff contracts and the monthly payroll process.
- Project manage events such as recruitment days and Parents Evenings
- Provide a typing/WP service which may include complex documents of a highly confidential and/or technically complex nature
- Act as clerk at Leadership Team meetings, organising and distributing agendas and relevant documentation.
- Act as clerk in the absence of Governor Clerk to Governing Body sub committees and other statutory meetings, organising and distributing agendas and relevant documentation.
- Act as PA support to the Chair of Governors dealing with complex issues of a confidential or sensitive nature.
- Manage and maintain the schools central record ensuring compliance with OFSTED and safeguarding regulations, completing relevant safeguarding checks for staff and visitors to the school.

OTHER SPECIFIC DUTIES

- To take part in the school's staff development programme.
- To continue personal development in the areas of expertise.
- To engage actively in the school's Appraisal process, including the setting of and review of performance targets
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To take part in marketing and liaison activities as required.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To comply with the LA and school's policies.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

..

PERSON SPECIFICATION

OFFICE MANAGER/PERSONAL ASSISTANT TO SLT

E= Essential/D = Desirable

1. EXPERIENCE/APTITUDES

- Experience of managing a team. E
- Communicate effectively with staff at all levels within the school. E
- Relate well to young people. E
- To take initiative and work independently. E
- Work to high levels of accuracy. E
- Practice and plan to ensure completion of tasks to ensure events run smoothly. E
- Experience working in an educational establishment. D
- Experience of working with young people of relevant age. D

2. QUALIFICATIONS/TRAINING

- NVQ level 4 in Management or evidence of equivalent work experience E
- Excellent numeracy/literacy skills E

3. KNOWLEDGE/SKILLS

- Understanding of how to deal with people to required standards of service E
- Working knowledge of processes, procedures and systems. E
- Working knowledge of relevant software packages E
- Operation of office equipment. E
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. E
- Proven organisational/administrative skills. E
- Interpersonal and communication skills at all levels E
- Ability to gather information, analyse data and problem solve E
- Ability to proof-read effectively
- Ability to manage own time effectively and demonstrate initiative including establishing priorities E
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests E
- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school E
- Ability to manage people directly and indirectly E
- Ability to adapt to changing and conflicting demands
- Established good working relationships with everyone, working collaboratively and providing a positive influence on the team. E
- Forward thinking. E

March 2014 (revised May 2020)

- Ability to work positively and effectively with young people. E
- Knowledge and application of the Data Protection Act and General Data Protection Regulation E
- A working knowledge of relevant policies/codes of practice and awareness of relevant legislation. D
- Working knowledge of national curriculum and other relevant learning programmes/strategies. D
- Contribute to extra-curricular activities. D

4. CHARACTERISTICS

- Excellent attendance record. E
- Sense of humour. E
- Hard working. E
- Willingness to be flexible and work to meet the best interests of the school. E
- Self motivated. E
- Remains positive and calm in difficult situations, providing a stable and optimistic viewpoint. E
- Team worker. E
- Willingness to undertake training. E
- Presence. E
- To be able to deal with matters of a confidential nature. E

5. SAFEGUARDING AND PROMOTING THE WELFARE OF STUDENTS

- Has appropriate motivation to work with students. E
- Ability to maintain appropriate relationships and personal boundaries with students. E
- Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline. E

March 2014 (revised May 2020)