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**JOB DESCRIPTION:**

**Job Title:** Office Manager / Headteacher’s PA

**Location:**  Cottingley Primary Academy

**Hours of work:**  37 hours per week, term-time only (38weeks)

**Reports to:** Headteacher

**PURPOSE OF THE ROLE:**

* To be responsible for the management of the administrative support function, ensuring the provision of an effective and efficient service
* To be responsible for personnel matters (in liaison with Hub HR support) and liaising with contractors, lettings and supporting with Health & Safety matters.
* To be responsible for liaison with Finance Hub on financial matters relating to the school.
* To act as confidential secretary/PA to the Headteacher.
* To be Line Manager to office staff, as required, including work allocation, ensuring deadlines are met, quality of work is checked, through Performance Management

**Main Duties and Responsibilities:**

**Office Management**

* Develop an office team that delivers and meets the needs of the school as a whole
* To liaise with key professionals within the Trust’s team as appropriate and communicate effectively to ensure professional and seamless working
* To ensure all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building.
* To line manage and organise all administrative staff ensuring the smooth and effective running of the school office and all administrative and communicative systems.
* To manage administrative staff performance and appraisal.
* To oversee all school records and relevant IT systems to ensure a smooth running of all school administration.
* To oversee the school MIS system.
* To ensure the school office is kept tidy, organised and in good order at all times.
* To ensure all members of the office staff present, at all times, a positive image of the school to all staff, parents and visitors both internally and externally.
* To support in the organisation of community events
* To establish standardised administrative systems, processes and working practices across the school
* To be responsible for the maintenance of clear and effective filing records and other systems and to keep them updated in accordance with legal requirements. To use electronic office based systems wherever possible and to minimise paper based records
* To be responsible for the office budget, monitoring stationary stock and ordering supplies as necessary
* To administer first aid to pupils as required, in keeping with the school’s policy and order first aid supplies as necessary
* To promote the delivery of a standardised set of high quality secretarial, administrative, customer service and time management skills across the office team
* To hold a current first aid certificate – training will be provided on this
* To be the GDPR champion
* Statutory Information Administrator - To ensure the school website is up to date and any other relevant statutory information is kept current
* To support the headteacher in the maintenance and updating of the school website, with appropriate support
* To assist with school events and the promotion of the school
* To manage queries and provide information and advice about the school and school activities to parents, students and visitors by phone or written communications.
* To ensure efficient and timely communication of school events and activities to office staff and ensure office staff workloads are effectively managed, prioritised and monitored to meet relevant deadlines and to report to the SLT when there are difficulties in achieving or managing this.
* To ensure admin staff are appropriately trained and maintain relevant CPD.
* To manage the administration of school admissions and ensure regular liaison with relevant school staff, disseminating relevant documentation and maintain regular correspondence with relevant staff, external authorities and persons.
* To act as clerk for meetings (such as weekly briefings, adhoc staff meetings and PCAB meetings)
* To be responsible for carrying out and submitting census, check for accuracy and complete other data returns
* To monitor the ‘contactus’ email address and redirect / respond as appropriate
* To prepare exclusion paperwork as required

**Safeguarding**

* Ensure that safeguarding procedures relating to the access of all visitors to school are fully adhered to at all times
* Ensure that procedures relating to children arrive late or leaving school early are fully adhered to
* Ensure that children transported to/from school by taxi are safeguarded in accordance with procedures in place
* Support the HR Hub maintaining the Single Central Record

**General Administration**

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

**Personnel**

* To assist Trust’s HR with the school’s recruitment process, ensuring applications packs are sent out, making arrangements for interviews and writing and securing references.
* To provide induction information for new staff as and when required.
* To monitor and report on staff attendance and absences regularly to Headteacher or SLT (In absence of Headteacher).
* To liaise with the Trust’s HR and personnel to ensure relevant DBS checks are up to date and have been carried out for new starters.
* To liaise with HR and personnel to ensure the school central register is maintained and is checked regularly for up to date information.

**Finance**

* To support the Trust finance team with contracts with Local Authorities.
* To support the Trust finance team to collect and record payments, when required.
* To liaise with the Trust finance team with regards to managing and reconciling petty cash
* and requisitions.
* To manage the school’s ordering system, liaising with the Trust’s finance team and the SLT.

**Premises**

* To liaise with the facilities team regarding any on site works, orders or visitors.
* To liaise with facilities team to ensure all health and safety regulations and checks are up to date.
* To carry out the role of Fire Warden and ensure all records for evacuations are up to date and accessible.
* To support the headteacher in the management of health and safety by:

Maintaining the H&S calendar

Being part of the H&S committee

Inputting incidents onto assessnet

Filing H&S paperwork / uploading to drive

Stock checking and ordering of H&S / first aid items

Maintaining training records and booking training as required

Jointly undertaking H&S checks with the headteacher

Attending IOSH training

**Other**

* To maintain confidentiality at all times
* To be aware of and comply with all school policies and procedures and to report any concerns immediately ensuring the health, safety and welfare of staff and students.
* To attend and participate in meetings and trainings as required.
* To carry out any other duties as required that fall under the expectation of the role and as required by the Headteacher.
* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* To carry out all duties in the context of and in compliance with the School’s Equal Opportunities Policies.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we Are inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**PERSON SPECIFICATION:**

**Job Title:** Office Manager

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| **General heading** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications**  (Qualifications required for the role) | English GCSE or equivalent  Mathematics GCSE or equivalent  Willingness to take on any further training required to meet the specification of the JD  At least NVQ Level 3 qualification  IT qualification or proven ability to use IT systems | Advanced qualifications or NVQ 4 in office / business management or similar  COSH training |
| **Knowledge / Experience**  (Specific knowledge/  experience required for the role) | At least 3 years of working in a busy office environment, preferably a school environment  Experience in handling money  Some supervisory or managerial experience.  Experience of managing an area or department within an office  High quality interpersonal skills  Knowledge of IT systems, software packages  Experience in managing calendars, diaries and events  Experience in setting and working towards targets and deadlines | At least 5 years working in a  school office environment  Experience of a managerial role within a school setting or other office setting  Experience of finance management  Knowledge and experience of managing a school MIS  Experience of appraisal processes  Knowledge of educational  systems and services |
| **Skills**  (Abilities; Line management responsibilities (No.);  Forward and strategic planning; Budget -size and responsibilities) | Strong IT skills with the ability to learn new systems quickly  A good working knowledge of office management systems  Strong organisational skills and prioritising.  Strong ability to use initiative with a solution focused approach.  Good communications manner  Confident and able to accept challenge in a professional manner.  Minute taking and preparation of reports  Strong secretarial skills | Working knowledge of  School systems  Working knowledge of  Census data  Working knowledge of HR and personnel systems such as Single Central Record |
| **Personal Characteristics**  (Behaviours; Values) | Excellent communication skills, both verbal and written.  A friendly, flexible and professional approach, particularly when multi-tasking under pressure.  Customer oriented and able to relate well to all adults and children.  Ability to maintain confidentiality.  Able to work in, manage and organise teams, delegating where necessary.  Ability to relate and motivate others and maintain positive, professional relationships  Ability to tackle difficult conversations and any difficulties arising within teams.  Manage priorities and meet deadlines.  Ability to work under pressure, remaining calm.  Ability to work in a noisy and busy environment and maintain efficiency.  Exercise tact and diplomacy where relevant.  Ability to professionally uphold the ethos and aims of the school and to reflect this to visitors.  To dress and conduct oneself professionally.  Punctual, reliable and trustworthy.  To demonstrate confidence, enthusiasm, flexibility and responsiveness to change, and a sense of humour.  A desire to learn and develop  Ability to demonstrate, understand and apply our values   * Be unusually brave * Discover what’s possible * Push the limits * Be big hearted | Website maintenance and development  Ability to set focused staff  appraisal targets  Ability to set meeting agendas and run admin meetings |
| **Other Requirements** | The post holder must respect the confidentiality of all matters relating to the students, staff and families, including data protection.  Willingness to be flexible with working hours to respond to the needs of the school.  Commitment to professional development  Commitment to equality of opportunity  Have a positive approach to working with children and a commitment to our safeguarding procedures.  Willing to complete first aid training | Fire Training  First aid training  Safeguarding training |
| **Special Requirements** | Successful candidate will be subject to an enhanced Disclosure and Barring Service Check  Right to work in the UK  Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |