



**Job Title** Office Lead & PA support for Senior Leadership Team  
**Reporting to:** Head of Primary  
**Location:** Nishkam School West London, 152 Syon Lane, Osterley, Hounslow, West London, TW7 5PN

Nishkam School West London is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

We have an opportunity to appoint somebody to a role that is vital in ensuring that the smooth running of the school and due to its public-facing nature, is key to our reputation.

<b>Purpose</b>	<ul style="list-style-type: none"><li>- To positively and actively contribute to whole school improvement through effective leadership and management of the administrative, HR &amp; financial provisions within the school.</li><li>- To be responsible for the day to day management of the school office, including supervision and instruction of administrative staff.</li><li>- To provide administrative support for the SLT, including day-to-day email, post and diary management as well as proof-reading documentation and sending communications.</li><li>- To liaise, with tact and diplomacy with other school staff, Trust and others outside the school, particularly parents, and representatives of the LA and the local community generally.</li></ul>
<b>Administration</b>	<ul style="list-style-type: none"><li>- To contribute to the planning, development and organisation of administration and financial support systems and procedures.</li><li>- To provide complex administrative and organisational support to the Senior Leadership Team including the detailed analysis and evaluation of data and production of detailed reports as required.</li><li>- To help coordinate arrangements for school events offering an advisory service to all to ensure that events are delivered to a high standard.</li><li>- To assist with marketing and promotion materials for the school.</li><li>- To complete and submit more complex forms including those to outside agencies</li></ul>
<b>Finance</b>	<ul style="list-style-type: none"><li>- To be responsible for the effective management of complex financial administration procedures, contributing to budget planning and compliance with financial regulations.</li><li>- To monitor and evaluate weekly / monthly expenditure and advise on over spending on educational budget lines with Finance Administrator.</li><li>- To monitor all accounting procedures and resolve any problems, including ordering, processing and payment for all goods and services as per Trust policy and procedures with Finance Administrator.</li><li>- To monitor, review and Implement financial procedures overseeing all financial transactions / activity with the school ensuring the proper collection, reconciliation and banking of any monies received.</li></ul>

<b>Data &amp; Information</b>	<ul style="list-style-type: none"> <li>- To monitor and maintain management information and record systems</li> <li>- To ensure the effective delivery of the school reports process and data collection systems</li> <li>- To oversee the administration of the School's admissions and withdrawal procedures maintaining accurate numbers on roll</li> <li>- To oversee the administration procedures for attendance to ensure that electronic pupil attendance records are up to date</li> <li>- To assist in the production of Pupil CENSUS and School Workforce CENSUS with data manager.</li> <li>- To maintain the confidentiality of all the School's records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act an Freedom of information Act.</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>- To oversee the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out of school use.</li> <li>- To support the implementation of risk management and loss prevention strategies in the school to reduce insurance costs.</li> <li>- To oversee the school maintenance schedules with the Site Manager, contributing to the development of work specifications.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>- To line manage the Administration team on a day to day basis, completing induction, performance management and training of staff.</li> <li>- To work with the Trusts HR administrator to oversee: personnel admin processes relating to the appointment of staff, maintaining staff records of employment and updating the Single Central Record accordingly</li> <li>- To contribute to the monitoring and reporting of staff absence, producing detailed attendance reports monitoring trigger points and advising SLT.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>- Comply and assist with the health and safety policies and procedures and report all concerns to an appropriate person</li> <li>- Be aware of and support differences and ensure equal opportunities for all</li> <li>- Contribute to the development and implementation of the overall ethos/work/aims of the school</li> <li>- Develop constructive relationships and communicate with other agencies and professionals</li> <li>- Participate in training and other learning activities and performance development as required</li> <li>- Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children Safe in Education agenda and Area Child Protection Procedures and ensuring that confidentiality is adhered to at all times</li> <li>- Contribute to the overall aims and ethos of the school</li> <li>- The postholder must comply with the Equal Opportunities Policy and health and Safety Policy</li> <li>- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post</li> </ul>

# Person Specification

## Qualifications

- NVQ Level 3 or evidence of working towards a relevant discipline
- Minimum GCSE (or equivalent) Maths and English at grade A-C

## Professional Development

- Recent professional development relevant to the role
- Evidence of further professional training

## Experience

- **Significant education setting experience** working in a relevant HR and/ or Administrative management role.
- Full working knowledge of relevant policies/ legislation
- Knowledge of Microsoft office including Word & Excel
- Proven experience in School HR including the development, management and operation of HR systems
- In-depth knowledge of school financial, personnel and administrative systems
- Full working knowledge of Health and Safety
- Use of SIMs systems for financial and recruitment procedures

## Skills / Abilities

- Ability to manage the school's administrative and financial systems
- Ability to manage, lead, organise deploy and motivate a team
- Ability to formulate ideas and solutions and present them effectively to the Principal /Governing Body and possess high-level decision-making skills
- Proven ability to liaise with external agencies, businesses or contractors
- Ability to persuade, motivate, negotiate and influence
- To be able to work under pressure in a very busy and diverse environment
- Proven organisational skills
- High level of accuracy and attention to detail
- Ability to prioritise, plan and organise
- Ability to manage a variety of competing priorities and meet deadlines
- Advanced skills to use and manage ICT systems and resources effectively

## Personal Qualities

- Excellent personal and written communication skills
- Ability to work as a member of a team
- Able to respond flexibly and adapt to changing and challenging circumstances
- Operate calmly and effectively
- Show initiative and self- motivation
- Show commitment to a clear and shared vision for an effective organisation
- Show a positive attitude to change
- An ability to positively promote the school to pupils, parents, colleagues and other community groups
- Highly motivated with high expectations, a positive attitude and a good sense of humour
- The ability and willingness to work in partnership with other members of the School team
- A high level of personal integrity
- An approachable professional who responds well to and offers constructive advice

## Other

- To demonstrate success in involving parents, governors and the community in the school where appropriate
- Be committed to staff development
- Promotion of positive behaviour strategies
- An awareness, understanding and commitment to equal opportunities