



Job Outline
Office Manager/PA to Principal/Clerk to the Governors

Responsible to: Principal
Salary Grade: SCP 20 to SCP 32- £25,910 to £35,922 (Depending on experience)
Full time/Part time: Full Time (6:15am to 4:00pm), 43 weeks per year, - term time plus INSET days plus 4 weeks in school holidays

Job Purpose:

- Plan, coordinate and manage the administrative support functions across the school and ensure and effective service is delivered for staff and students.
- To provide personal assistance and confidential secretarial support to the Principal and other senior colleagues of The International British Online School to allow them to optimise the use of their time in working towards the achievement of operational and strategic objectives.
- Acting as Clerk to the Governance Committee.

Duties of the post:

Administration Manager Responsibilities

- To assist in the appointment of administrative staff liaising with the appropriate senior management.
- To line manage the administrative staff and other non-teaching roles as required.
- To plan and monitor the work of the office, anticipating termly demands and plan accordingly and ensure adequate office cover during staff absences.
- To identify, where appropriate, and allocate any new tasks to administrative support staff.
- To ensure that the probation procedure for office support staff is fully and correctly implemented.
- To receive and welcome visitors to the school in a professional manner, providing refreshments and arranging hospitality as required.
- To maintain an electronic file of all iBOS policies, advising the Principal when they are due for review and/or are due to be updated due to changes in legislation/guidance.
- To contribute to the planning, design, organisation and monitoring of support systems, procedures and policies, ensuring the website is updated with the latest policies.
- Put together and update the School Calendar and Staff Handbook.
- To contribute to the development and maintenance of the school's records and information systems, ensuring that student and staff records are up to date.
- To take particular responsibility for dealing with complex enquiries or difficult visitors/callers referred from reception as required.
- To check all correspondence sent out by staff to parents.
- To be responsible for ensuring that the termly census is run and uploaded to the relevant organisation's collect system.
- To undertake performance management for identified members of support staff.
- To manage the budget for administration and authorise purchases.
- To oversee and be responsible for the circulation of incoming emails, taking appropriate action as necessary.
- To be the HR link person to:
 - Ensure the correct forms and documentation for recruitment, staff appointments, contract changes etc are completed and sent to iBOS HR.

- o Liaise between Principal and HR on other personnel matters, such as sickness absences, disciplinary matters etc.
- o Assist with the arrangement of interviews.
- o Undertake DBS checks for new appointments in collaboration with HR.
- o Carry out monthly payroll checks and submit to Headteacher for approval in collaboration with Finance.
- Ensure that probation reviews for all new staff (except NQTs & trainees) are conducted in accordance with the school's guidelines.
- To coordinate arrangements for performance management reviews for teaching & support staff.
- To carry out DBS and other pre-appointment checks for school volunteers in collaboration with HR.
- To be responsible for maintaining the Single Central Record (SCR) for third parties/volunteers/governors/contractors, ensuring that the information on the SCR is accurate and up to date and complies with current statutory guidance.
- To register NQTs with Appropriate Body.
- To assist in development the achievement data systems in school.
- Act as the school's Data Protection person.
- Ensure that the school's Health and Safety documents are kept up to date.

Personal Assistant Responsibilities

- Provide confidential secretarial and administrative support to the Principal, including:
 - o Developing good relations with all staff on behalf of the Principal, enhancing the reputation of the school, establishing links, forwarding relevant information as appropriate.
 - o Using own initiative to deal with telephone calls/correspondence and personal queries on behalf of the Principal and to prioritise workload.
 - o Continually provide information/support for staff answering general queries on behalf of Principal from all members of staff as and when requested.
 - o Liaising with Chair of Governors and the Governance Committee.
 - o Dealing with emotional demands placed by staff, parents, visitors, callers etc.
 - o To manage the Principal's diary and time including booking appointments, acting as the 'gatekeeper' and providing preparatory support.
 - o To maintain a helpful and informative work environment to support the Principal.
- To prepare and organise agendas and papers for the Senior Leadership Team, and other meetings, taking minutes as required, including outside normal working hours, and circulate associated information.
- Type and send out exclusion letters and update ENGAGE and spreadsheet.
- To act, in association with the Principal, as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.
- To assist in the collation and preparation of statistics, management information and reports as required by the Principal.
- To ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required and to ensure compliance with data protection regulations.

Governance Responsibilities

- To act as clerk to the Governance Committee and any of its sub-committees
- To arrange suitable dates for all meetings and book appropriate rooms and refreshments; email to all members and visitors as appropriate.

- To prepare the agenda for the meetings and to send out the agenda and other papers in advance of the meeting.
- Keep the governors' Google Drive updated with meeting documentation, policies, governance documents etc.
- Carry out pre-appointment checks, including DBS applications, for new governors in collaboration with HR.
- To offer advice as necessary on the conduct of business in accordance with the Articles of Government and the Scheme of Delegation.
- To ensure accurate and robust minutes of all meetings are produced, with a record of decisions accurately and objectively produced including timescales and clearly indicating responsibility for any agreed actions.
- Where necessary, prepare and reproduce papers for all members on the appropriate committees.
- To deal with correspondence as required by the appropriate Chair and to follow up matters raised at the meetings.
- To ensure a robust record of attendance is maintained and take action regarding absences.
- To attend, as authorised, any training/briefing sessions for Clerks.
- To carry out all routine administration tasks before and after the meetings at the request of the relevant body.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the schools equal opportunity policy

As per the School's safeguarding policy, once you have been invited for an interview, the school will contact your referees to obtain references prior to the interview. We will undertake an enhanced DBS check for this position. We will not let you commence until these checks, along with full medical clearance, are complete. We may also make enquiries to any of your previous employers to clarify or confirm information obtained at interview. For candidates who have spent significant time outside the UK we will make every effort to validate the information supplied on the application form and will make enquiries with police forces abroad to establish any criminal history.

All staff members are committed to the care and success of pupils and working in a setting where values of commitment, thirst for knowledge, concern for others and respect are shared as the core values of iBOS.

The suitable candidate should have advanced knowledge of ICT and the ability to present the subject in an interactive and engaging manner.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The Office Manager/PA/Clerk will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time and will be reviewed annually.