



Park Vale Academy

Job Title:	Office Manager and PA to the Headteacher
Location:	Park Vale Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 9
Hours of Work:	Full-time, all year round (or term time + 2 weeks)
Responsible to:	Headteacher / Operations Manager
Post Objective:	To lead the Main School Office in helping the academy function effectively, whilst providing efficient Personal Assistant to the Headteacher and administrative support to the Senior Leadership Team.

Main Duties and Responsibilities:

Office Manager

- 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 academy as appropriate.
- Be responsible for the general security in the school office and for the safe keeping of all valuable items held there.
- Ensure that visitor lists are taken to emergency meeting point in the event of a fire / other emergency which requires the school to be evacuated.
- Be responsible for ensuring that all general word processing – letters, forms, booklets, programmes – adhere to the school standard.
- Be responsible for ensuring that all 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 the GDPR.
- Be responsible for the authorising and ordering school office stationery and postage.
- Be responsible for the efficient carrying out of all general office duties, including reception, switchboard and pupil information.

Administrative Support

- To proactively manage the Headteacher's diary

- Provide administrative support to the Headteacher and SLT as necessary.
- To lead the liaison with the Headteacher, senior and middle leaders in delegating administrative tasks to appropriate colleagues.
- Be responsible for all administration in connection with the student disciplinary process, including the preparing and distribution of documentation prior to formal meetings.
- Where necessary provide administrative support to meetings including, but not exclusive to, Faculty Leader meetings, Teaching and Learning Communities, Zorba meetings and any other meetings as required by the Principal and Senior Leadership Team.
- Liaise with the AHT responsible for admissions to administrate and co-ordinate the admissions process.
- Provide necessary administrative support in connection with student exclusions and Redhill Alternative Provision
- To support and at time deliver events including organising the Year 11 Presentation evening.
- Collate information for the Academy Prospectus, and ensure the prospectus is kept updated.
- Assume responsibility for the upkeep of content on the reception area's digital signage system and information on the academy website.
- Take a proactive Approach to events in the school calendar
- Compile and publish the PVA newsletter

Organisation of Staff

- To be responsible for the efficient running of the academy's main office, ensuring a professional level of service to those attending the academy.
- Line manage the admin team, delegating tasks to designated staff as appropriate, managing work schedules and ensuring quality of work.
- Carry out Performance and Development Reviews for managed staff, assuming responsibility for the training and development of the office staff.

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties, as directed by the Principal, which might be reasonably 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.

I, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: