



Job Title: Office Manager/PA to Headteacher

Location: Stockingford Primary School

Grade 6

PURPOSE OF THE JOB:

Reporting directly to the Executive Assistant via the Headteacher provide an efficient and effective administration service to the school and to provide administrative and development support to the Headteacher in the role of PA, serving as the primary point of contact for internal and external parties on all matters pertaining to the Headteacher. To manage the day to day running of the school office and its administration team, prioritising workloads, offering support and encouragements to ensure deadline and high standards of work are achieved. Responsible for the continual development of the administration team.

Main Duties and Responsibilities

- Assist the Headteacher with daily administration duties and complete a broad variety of administration tasks that include managing an active calendar of appointments, composing and preparing correspondence.
- To lead and manage the administration team, overseeing workloads and prioritising work to meet the needs of the school
- To act as first line of contact for the Headteacher, using discretion and tact to ensure telephone callers and visitors receive a professional response.
- To show absolute confidentiality and discretion at all times
- To generate an environment of efficiency and provide a warm welcome at all times
- To forward think and plan in advance in support of the Headteacher's workload

Human Resources

- Ensure any changes to role, grade or pay follow the agreed approval processes and are processed in line with the agreed procedure
- Ensure HR files are created and maintained and to support the Headteacher with resource planning
- To assist with the recruitment process ensuring that policy and procedures are adhered to, issuing offer letters and other written documentation appropriate to the post and grade of the position being offered
- Maintain and manage the Single Central Records in line with current guidance
- Oversee compliance with Safer Recruitment requirements

- Support induction programmes for all staff
- Monitor probationary periods for support staff and ensure that probationary reviews are carried out at the correct time liaising with the Executive Assistant
- Support the Headteacher with reports for the Governing Body and provide accurate and timely management information as and when required
- Provide statistical data for performance indicators in relation to absence data, retention data, recruitment data in order to minimise detrimental impact on students and outcomes, improve value for money, staff retention and staff wellbeing
- Manage statutory returns such as the Workforce Census working alongside the Executive Assistant
- Oversee data recording of the SIMS staff records
- Ensure compliance with the Data Protection Act at all times

Absence Management

- Monitor all absences and liaise with the Headteacher in arranging return to work interviews
- Maintain absence records for internal and payroll purposes
- Generate absence reports as required

Finance

- To oversee the financial procedures of the school in accordance with the Academies Financial Handbook and the financial regulations of the Trust
- To ensure that accurate data is held and inputted in the school's financial system and that orders are placed promptly and accurately
- To ensure that the VAT return is completed in a timely manner and returned to the Head of Finance in line with set deadlines
- To ensure that bank reconciliations are carried out in a timely manner to aid the monthly closedown
- To ensure that all payments received in school are recorded appropriately and timely using the school's electronic payment system
- To assist with the preparation of budget reports for governing body meetings
- Oversee the school's inventory to ensure it is maintained in accordance with Audit requirements
- Oversee the school meal procedures including the collection and reconciliation of payments is undertaken in accordance with the Trust's procedures
- Ensure that the day to day arrangements relating to school services, building, cleaning, catering, grounds maintenance and site maintenance and repair are maintained liaising with the SSO on a daily basis
- Oversee all aspects of school lettings including implementation and administration, providing recommendations for the annual review of charges and policy

Administration

- Over the administration functions ensuring that word processing, duplicating and collating of documents and production of information including school newsletters and correspondence are carried out efficiently and in a timely manner
- Maintain the administrative side of the school website, ensuring regular updates are completed and list of governors is current and up to date

- Ensure procedures are undertaken in relation to authorisation for school medicals and ensure that staff are aware of procedures for contacting parents in the event of illness or accident of a child
- Ensure that office equipment and computerised systems are in good order liaising with the relevant personnel regarding repair and replacement
- Ensure that clerical processes related to pupil attendance and absence are undertaken and records maintained accurately on the SIMS attendance module. Ensure the completion of all returned are made
- Oversee the maintenance of information contained in the school prospectus liaising with the Headteacher to ensure it is current and accurate
- Oversee the cover arrangements for absent staff liaising with the Headteacher or other responsible member of staff
- Oversee the maintenance of the health and safety records in order that they are available for inspection.