

JOB DESCRIPTION

Post Title: Headteacher's PA / Office Manager
Grade: H7
Hours / Week: 37 Hours per week term time + INSET + 1 week
Responsible to: Headteacher & Trust Admin / Data Lead

Job Purpose

- To provide a confidential and personal PA / secretarial support to the Headteacher.
- To work closely with the Headteacher, understanding and promoting his, the school's and the Trust's priorities.
- To support the Headteacher in his duties.
- To independently deal with enquiries from all comers including staff, parents, governors, visitors, outside agencies and signpost enquiries to the Headteacher or relevant member of the SLT.
- To lead and manage administration services and ensure that they operate efficiently and effectively to support teaching and learning and the raising of student achievement.
- To line manage the administration team.
- To have oversight of correspondence and documentation, including email, for external and internal communication.

Key Areas of Responsibility

PA Responsibilities

- To attend a weekly meeting with the Headteacher.
- To organise the Headteacher's in-tray, emails, diary and correspondence; prioritising and arranging appointments with parents, staff, governors and other meetings as required; being proactive in organising agendas and distributing information in advance of the meetings if appropriate and making all other necessary arrangements.
- To deal with parents and members of the public with regard to issues or concerns in a tactful and diplomatic manner, passing them onto the appropriate person. Maintaining a log to track action and responses.
- To attend meetings and take minutes when relevant; ensuring the Headteacher is briefed and has the necessary papers; liaising with external agencies when required. Ensuring meetings are well run and hospitality offered and follow up actions completed appropriately.
- To manage the process for any fixed term or permanent exclusions; producing necessary paperwork updating systems, informing relevant bodies involved as well as Headteacher's and Governors' formal warning meetings, appeals meetings, which may include setting meeting dates with the Chair of the Trust, Chair of Governors, Headteacher, Deputy Heads and parent(s)/carer(s).
- To deal with correspondence, queries from staff and parents where appropriate; dealing with reference requests for members of staff.

- To coordinate meetings across the Trust and make necessary travel arrangements on behalf of the Headteacher.

Office Manager Responsibilities

- To line manage and lead the administrative staff of the school; including performance management.
- Ensure the day to day management of the school's MIS system is up to date and accurate.
- To ensure the maintenance of clear and effective filing, records and other systems keeping them updated.
- To provide administration support, with other administrative staff for SLT, teaching and support staff when necessary.
- To coordinate medical and first aid services and assist with student welfare matters and first aid.
- To take part in the schools' performance management system.
- To liaise with other schools within the Trust for mutual support and to ensure consistency of practice.
- To manage the administration budget.

Governor Responsibilities

- To work in liaison with the Clerk and be responsible for and the management of governor elections (parents and staff). Liaising with the Chair of Governors and Clerk, arranging timescale of election dates, timely circulation of information to staff and/or parents as appropriate.
- Under the direction of the Headteacher to collate information, word process and distribute reports/documents to Governors in conjunction with the Clerk to the Governors.
- To liaise with the Headteacher and Chair of Governors with regard to the organisation of Governors' meetings and committee meetings. Undertake other clerical duties relating to the Trust Board and governors as necessary in liaison with the Clerk.

Knowledge, Experience and Training

The successful candidate will

- Have experience of working in an office environment with proven management experience.
- Be able to lead and work within a team, promoting team ethos and motivating staff.
- Have high levels of organisational skills and ability to prioritise own and others workload.
- Be able to confidently review and adapt working practices.
- Be able to maintain confidentiality.
- Have excellent secretarial skills (including Microsoft Office).
- Have excellent people skills and telephone manner.



Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.