

JOB DESCRIPTION

Post Title:	PA to Principal / Office Manager
Reporting to:	Principal & Assistant Strategic Business & Finance Director
Scale:	SC4 £19,554 – 21,166 pa
Hours:	37 hours per week (Term time only plus 5 training days)
Disclosure Level:	Enhanced
Contract:	
Line Management:	Administration / Reception Team

Main Purposes of Role:

To provide a comprehensive and confidential administrative and support service to the Principal and other members of the Senior Team as required.

Personal Assistant to Principal: Responsible for;

- Provide an effective and efficient office support function for the Principal, taking independent and proactive action where appropriate to resolve administrative matters.
- Provide full secretarial support in relation to the production of correspondence and records, including word processing, electronic and manual filing systems
- Provide direct support in the handling and management of email, Edulink and written correspondence
- Assisting with the documentation for any internal or external meetings.
- Coordinating and managing the Principal's diary, liaising as necessary with staff, parents, governors, pupils, outside organisations and members of the public in arranging appointments.
- Reviewing and prioritising incoming correspondence and drafting generic responses where appropriate.
- Filtering and appropriately referring documentation, complaints, telephone and personal enquiries.
- Maintaining confidential filing system
- Receiving visitors

Administration of Personnel under guidance of Assistant Strategic Business & Finance Director.

- Prepare and submit advertisements to include school website.
- Prepare job descriptions and person specifications.
- Receive enquiries and send out information.
- Circulate application forms.
- Request references as required.
- Arrange and co-ordinate interview programme

- Complete personnel documentation i.e. starters, equal opportunities, variation, transfers leavers ensuring new appointments and termination of appointments is actioned immediately.

Management Information System - SIMS

- Manage and ensure the accurate inputting and updating of information on to the MIS.
- To act as School Census contact and to ensure accurate and timely submission of statutory data transfers as required.

Management of Administration/Reception Team

- Manage and coordinate appropriate procedures to ensure the smooth operation of the School Reception.
- To conduct annual performance management interviews for members of the administrative/reception team
- To identify professional development and training needs of Admin Team
- To ensure adequate First Aid cover is available and that appropriate training is undertaken and updated.
- Ensure induction process is completed
- Manage cover for team in cases of absence/sickness
- Manage pupil filing and archiving for whole school

Other duties – Specific:

- Manage the distribution of the school's email correspondence
- Manage the administration of Exclusions procedure
- Manage process to ensure adequate communication procedures, e.g. pigeonholes/noticeboards/briefings
- Order refreshments for a variety of functions
- Manage arrangements /hospitality for a variety of school events including parents' evenings, Open Evening/end of term functions

General Duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.
- To participate in the School's emergency response arrangements as directed by the designated officer.

Contacts

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

Internal:	Teaching Staff
	Support Staff
	Pupils
External:	Parents/Carers
	External Agencies

NOTES

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.
- All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
- All duties and responsibilities must be carried out with due regard to Oldbury Park's Health and Safety Policy.
- Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Date November 2020