



Job Description

Job Title:	Office Manager and PA to the Headteacher
Salary:	Grade 7, £26,873 - £30,079 pro rata (£28,500 - £31,900 FTE)
Hours:	37 hours per week Term Time plus 20 days (5 inset and 15 additional)
Reporting to:	Headteacher
Direct Reports:	Receptionists and Attendance Officer

Main purpose

To lead the School Office team in providing a first-class administration service to the school, with particular focus on:

1. Providing a confidential and efficient personal administration service to the Headteacher.
2. Managing the office team and ensuring the smooth running of the school office.

Duties & Responsibilities:

Office Manager

- Line managing members of the school office team creating an effective working environment, ensuring team members have manageable workloads and ensuring the smooth-running of the school's administration service.
- Planning, developing, maintaining and monitoring administration systems and procedures.
- Completing and submitting statutory forms and returns including those to outside agencies.
- Creating an annual schedule of staff meetings and working with all staff to produce and maintain the school calendar for each academic year
- Providing administrative support for school events
- Liaising with staff, pupils, parents/carers and external agencies
- Responding to parent enquiries including the parent interview booking system
- Undertaking a key role in relation to health and safety and fire safety reporting.

PA to the Headteacher

- Undertaking a diverse range of secretarial and administrative duties for the Headteacher.
- Keeping the diary, making arrangements and carrying out general office duties in order to free the Headteacher to concentrate on curricular issues.
- Assisting with the preparation of correspondence, reports and other documentation ensuring these are well-presented and contain complete and accurate data.
- Acting as a prime point of reference for pupils and parents if they require information or have a concern, in the absence Headteacher, or Deputy Headteacher.
- Ensuring all relevant paperwork is given to the Headteacher in advance of her meetings and highlighting any forthcoming events etc. which she will be attending.
- Fielding calls, dealing with callers sympathetically and efficiently, and redirecting calls where appropriate.
- Initiating processes in relation to advertising job vacancies; arranging candidate interviews and pre-employment checks.
- Overseeing the school's Single Central Record and the collation of data for the Workforce census return.
- Processing the Headteacher's mail and in-tray, prioritising correspondence and dealing with it autonomously where appropriate
- Attending Leadership Team meetings, recording discussions and action points and following them up to ensure completion.
- Organising and maintaining filing systems
- Recording and monitoring sickness levels of all staff

Other Duties

- Providing a high-quality administration and organisational service to the school in accordance with the Trust's established policies and procedures.
- Providing support, advice and guidance on relevant administrative issues to senior staff, governors and other stakeholders.
- Ensuring the provision of good, accurate and timely information to the Head Teacher and other stakeholders.
- Keeping records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Undertaking other administrative tasks, as required, to ensure the smooth running of the school office and help provide cover by undertaking other administrative tasks, in the absence of other team members.

This job description is designed to outline the main duties and responsibilities associated with the post but it is not intended to be exhaustive. It may be subject to modification after consultation with the post-holder.

Application process:

To Apply: Visit the Vacancies page of our school website www.wgsg.co.uk.

Closing Date: Friday 10th January 2025

Interviews: Interviews will be held the week after

Early applications are encouraged as we may hold interviews as and when applications are received. We reserve the right to offer to a candidate prior to the closing date. We only accept applications submitted online via the My New Term website. With this in mind, we encourage you to apply as soon as possible.

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.
All offers of employment are subject to an Enhanced DBS check.***