



Job title:	PA to Headteacher and Office Manager
Grade:	NJC Grade 5
Terms:	Term Time + 1 week
Line Manager:	Head Teacher
Supervisory Responsibility:	School Office Staff

The postholder will manage a comprehensive administrative support service for the Headteacher, teachers and school in general. They will implement and develop quality administrative procedures and systems. They will organise, maintain and monitor the financial processes systems within the school and assist with personnel administration as well as maintaining the staff MIS system.

The postholders responsibilities will include providing personal assistant support to the Headteacher. This will include providing a comprehensive administrative support to the Headteacher which includes managing communications, coordinating schedules, and assisting with the efficient operation of the headteacher's office to enhance overall school administration.

Organisation

- Be responsible for the planning, organisation and monitoring of the Admin Team and whole school systems/procedures.
- To ensure the effective and efficient running of the school office
- To be responsible for the management of the Administrative Team including the development and implementation of recruitment, induction, performance management, training and mentoring
- Represent the Admin Team at relevant meetings

Administrative Duties

- Take lead role in the development and maintenance of record/information systems
- Undertake word-processing and IT based tasks
- Produce and respond to correspondence
- Provide organisational and personal advisory support to other staff
- Provide organisational support to the Governing Body
- Manage complex administrative procedures
- Be responsible for completion and submission of forms, returns etc, including those to outside agencies
- Manage the administration of MIS
- Oversee administration of school Web site and text message service

Financial Administration

- To be responsible for the effective management of school financial administration procedures
- Responsible for budget monitoring the weekly / monthly expenditure and advising the Headteacher / Finance Team of possible under / over spending
- Monitor accounts against budgets and report on financial state of the school to the Head Teacher.
- ordering, processing and payment for all goods and services, preparations of invoices, collection of fees, recovery of bad debts.
- Manage procurement
- Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts
- Preparation of work specification for tender and assisting with selection of contractors
- Implement financial procedures and oversee all financial transactions / activity with the school
- Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants
- Support the School in the management and maintenance of an assets register and inventory
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurance, and handling any claims that arise
- Maximise income generation within the ethos of the school. Ensure Best Value principles are adopted, for example, in extended school activities

Management Information Systems

- Ensure all pupil records on Scholarpack are accurate and kept up to date
- Produce detailed attendance reports on Scholarpack
- Develop and monitor management information systems
- Ensure the effective delivery of the school reports process and data collection systems by the Admin Team

- Provide detailed analysis and evaluation of data and produce detailed reports as required
- Be responsible for the design and effective operation of administrative procedures
- Administer the School's admissions and withdrawal procedures maintaining accurate numbers on roll
- Ensure that electronic pupil attendance records are up to date and meet LA regulations
- Ensure all personnel records on MIS are accurate and kept up to date
- Be responsible for the production of Pupil CENSUS and School Workforce CENSUS
- Be responsible for the production of 618G and other LA returns
- Maintain the confidentiality of all the School's records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act and Freedom of information Act.

Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Interpret matters of policy/procedure to ensure the school's compliance and initiate appropriate action arising
- To be responsible for marketing and promotion including the preparation and production of all school publications
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness

Staffing:

- Line manage the Administration Team on a day to day basis, completing induction, performance management and training of staff
- Handle personnel administration processes relating to the appointment of all staff
- Maintain Staff records of employment
- Update Single Central Record regularly
- Contribute to the monitoring and reporting of staff absence

Responsibilities

- Comply and assist with the development of policies and procedures relating to attendance, absence, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To act as first point of contact with the School for parents and visitors
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures and ensuring that confidentiality is adhered at all times
- Contribute to the overall aims and ethos of the school.

Other Duties

- To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post
- The postholder must comply with the Equal Opportunities Policy and Health and Safety Policy

Signature of Manager:

Date:

/ /



Signature of post holder:

Date:

/ /

Person Specification

Qualifications

- NVQ Level 3 or evidence of working towards a relevant discipline.
- Minimum GCSE (or equivalent) Maths and English at grade A-C

Professional Development

- Evidence of further professional training.

Experience

- Experience working in a Financial and / or Administrative role preferably in an educational setting
- Good knowledge of Microsoft office including Word & Excel
- Experience of maintenance and development of website

Skills / Abilities

- Ability to manage the schools administrative and financial systems
- Ability to manage, organise, deploy and motivate a team
- Ability to formulate ideas and solutions and present them effectively to the Headteacher
- Proven ability to liaise with external agencies, businesses or contractors
- Ability to persuade, motivate, negotiate and influence
- To be able to work under pressure in a very busy and diverse environment
- Proven organisational skills. High level of accuracy and attention to detail
- Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines
- Advance skills to use and manage ICT systems and resources effectively

Personal Qualities

- Excellent personal and written communication skills
- Ability to work as a member of a team.
- Able to respond flexibly and adapt to changing and challenging circumstances
- Operate calmly and effectively
- Show initiative and self- motivation
- Recommend and show a positive attitude to change
- An ability to positively promote the school to pupils, parents, colleagues and other community groups.
- Highly motivated with high expectations, a positive attitude
- The ability and willingness to work in partnership with other members of the School team.
- A high level of personal integrity
- An approachable professional who responds well to and offers constructive advice

Other

- To demonstrate success in involving parents, governors and the community in the school where appropriate
- Be committed to staff development.
- Promotion of positive behaviour strategies
- An awareness, understanding and commitment to equal opportunities