

# Berkshire Schools Trust

## JOB DESCRIPTION



<b>Berkshire Schools Trust</b>	<b>New Town Primary School</b>
<b>Job Title: Office Manager and Personal Assistant to the Headteacher</b>	<b>Grade/Salary Range: RG5 SCP 22-25(£14.02ph £22,610. per year)</b>

### JOB PURPOSE

**Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school.**

- Personal Assistant to the Headteacher and provide advice as required
- Assists the Headteacher in developing strategies to ensure that the school meets its educational aims
- Ensure the provision of effective administrative and secretarial support to the Senior Leadership Team
- Closely supervise and line-manage the Administration Team, manage workload and ensure the smooth running of the school office including staff performance appraisals
- To provide a welcoming reception and first point of contact for parents and visitors to the school
- Promote the highest standards of business ethos within the schools' administrative functions and strategically ensure the most effective use of resources in support of the school's learning objectives

### DESIGNATION OF POST

- Reports to Headteacher
- Line Management responsibility for Administration Team
- Act as Personal Assistant to the Headteacher
- Act as Secretary to the Senior Leadership Team

### MAIN DUTIES AND RESPONSIBILITIES

#### GENERAL:

- Oversee the admissions (leavers and joiners) process with RBC. Be the first point of contact for Admissions at RBC, attend and advise on Nursery Admissions meetings, and keep stakeholders informed about admission appeals
- Oversee the leavers process and all associated administration
- Oversee the management of attendance at New Town. Designing and running reports for senior leaders and the first point of contact for the EWO regarding children's attendance
- Design and run attendance and demographic reports to evaluate school data trends
- Fully manage and lead on the school website, organising relevant information to be regularly posted such as newsletters, photos or other documents, create new pages and make suggestions for improvements. Maintain the pages for BST on the school website
- Lead on completing website audits for statutory information, and feedback to Headteacher
- Gather appropriate materials and input for the weekly newsletter. Set up weekly schedule for teachers and ensure all photos are checked for pupils who cannot be photographed. Using initiative for local events that are suitable for the newsletter
- Undertake specific school projects or problem solving work to respond to the school's needs. Advise the Headteacher on a wide range of issues, and present findings of research with recommendations where required
- Establish constructive relationships and communicate with other agencies/professionals

- Participate in training and other learning activities and professional development as required
- Undertake research and obtain information to inform decisions
- Share expertise and skills with others

#### **RECEPTION:**

- Lead the Performance Management of the Admin team in line with school policy, gathering feedback from stakeholders about their levels of performance. Ensuring high standards of professionalism are achieved
- Evaluate the provision of the processes relating to visitors on a regular basis, and respond to feedback about the systems and structures in place, consulting the Headteacher where required
- Ensure all safeguarding concerns seen or heard at the office are always logged and passed to the DCPO, recognising the important part the admin team play in collecting information about the safety of pupils. Where required, attend CP conferences or meetings to represent the school
- Where required, contribute to the upkeep of online sharing portals for Looked After Children, i.e., updating attendance
- Contribute to Attendance meetings and parent panels and provide evidence required for the Local Authority to pursue absences
- Meet with parents and discuss serious medical needs, in line with school policy. Create medical plan for each child and ensure this is kept up to date and communicated properly to staff
- Create medical records and maintain accurate information about children with medical conditions, and review provision on a regular basis, evaluating where improvements can be made
- Lead investigations where incidents have occurred concerning the admin team, or breaches of security have happened, and present findings to Headteacher
- Lead on ensuring the school offers a wide range of extra-curricular clubs after school, interviewing and inducting possible club leaders, ensuring all organisational details are attended to, and parents are happy with the way clubs are administrated. Keep senior leaders and teachers involved with any aspects which affect them, and ensure the school's high level of safeguarding standards are adhered to by all contractors
- Oversee ParentPay administration

#### **OFFICE ADMINISTRATION:**

- Suggest and implement marketing and promotional means to enable the school to build upon its good reputation
- Investigate concerns with both manual and computerised record keeping systems
- Manage the preparation and submission of census, ensuring records are updated and accurate
- Support the SFM with the annual whole school order of supplies in Term 6 ready for the new year ensuring best value when selecting suppliers
- Research, evaluate and implement a cash-free school approach in line with other Trust schools
- Investigate concerns or queries where systems have not worked properly. Suggest improvements to ensure the safety and security of the pupils is always considered first
- Oversee the production and distribution of school letters
- Oversee school trip administration and payments

#### **DATA:**

- Monitor and evaluate the Administrations teams' accuracy of data entry and ensuring spot checks are in place
- Issue correspondence on behalf of the Head of School and liaise with parents
- Be the first point of contact for the EWO at school
- Create and build an 'annual schedule' for the Admin Team, coordinating with attendance needs, stakeholders and the diary in order to forward plan and maintain a high level of efficiency in the office
- Research and create reports and summarise a range of data in order to present to the Governors as needed

#### **LEADERSHIP & STRATEGY**

- Line management of Admin team including induction, appraisal, mentoring and regular team meetings.
- Attendance and input at Governor meetings/committees when required

#### **ADMINISTRATION MANAGEMENT**

- Design, develop and maintain relevant systems and processes that enable the school to meet its objectives

- Input into policy review and updates, where relevant
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Prepare information for the DfE, LA and stakeholders within statutory guidelines

## PERSON SPECIFICATION

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### **Qualifications/Education/Training:**

Excellent numeracy/literacy skills as demonstrated by NVQ 3 or equivalent qualification or experience in relevant discipline.

### **Experience**

Wide experience of the development, management and operation of relevant administrative systems.

### **Skills, Abilities and Competencies**

IT literate with strong MS Word skills

Ability to undertake complex analytical work

Ability to work autonomously, to lead a team or perform as part of a team

Ability to work to manage workload and prioritise accordingly.

Communication skills, whether face-to-face, by telephone and by email and recognising the significance of the audience in tailoring these

Interpersonal skills which are effective in ensuring that tasks are clarified and undertaken to a reasonable standard

### **Specific Working Requirements:**

A demonstrable understanding and commitment to the Trust's policies and procedures.