

JOB DESCRIPTION



New Town Primary School	Job Title: Office Manager and PA to the Headteacher
Grade/Salary Range: RG5 22-25 (Gateway progression 26-28)	

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 AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- 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 management of attendance at New Town. Designing and running reports for senior leaders and the first point of contact for the ASW 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 ODST on the school website
- Lead on completing website audits for statutory information, and feedback to Headteacher
- Gather appropriate materials and input for the newsletter. Set up a 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
- Take responsibility for specific school projects or problem solving work to respond to the school's needs as appropriate.

- 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
- Key point of contact for staff and others, providing advice to the Headteacher, SFM, senior leadership team and others as appropriate
- Monitor service contracts, licences and insurance
- Co-ordinate repair and maintenance programme for office equipment
- Manage procurement and contracts including catering
- Production of complex and detailed minutes and responsible for follow up action
- Organise school events
- Provide First Aid where required and maintain First Aid supplies

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 DSL, recognising the important part the admin team play in collecting information about the safety of pupils.
- 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 administered. 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 My Child At School and Bromcom 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
- Raise orders
- Develop and manage all paper and electronic filing and documentation systems

DATA:

- Monitoring and evaluate the Administrations teams' accuracy of data entry and ensuring spot checks are in place
- Issue correspondence on behalf of the Headteacher and liaise with parents
- Be the first point of contact for the ASW 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
- Analyse and interpret complex data & information, and produce reports

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

- Lead on the design, development and review of relevant administrative systems and procedures 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

GATEWAY PROGRESSION CRITERIA

In order to progress to RG5 points 26 - 28, staff will need to meet all of the following criteria (as relevant to the setting and phase) in agreement with the Headteacher:

- Able to lead on specific projects that have a school wide impact
- Contribute to the setting of the budget
- Line management responsibilities for more than one team or site

PERSON SPECIFICATION



New Town Primary School

Job title: Office Manager and PA to the Headteacher

QUALIFICATIONS/EDUCATION/TRAINING:

- Excellent numeracy/literacy skills as demonstrated by NVQ 4 or equivalent qualification or experience in relevant discipline.
- Possess graduate level or non-specific equivalent non-graduate entry specialist/technical qualification or significant job experience.

EXPERIENCE:

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

SKILLS, ABILITIES AND COMPETENCIES:

- IT literate with strong skills across the Microsoft Office suite and ideally Canva
- 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

SCHOOL SPECIFIC NEEDS:

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