

## Job Description and Particulars of Appointment

### Details of Post

- **Title:** Office Manager/PA to Headteacher
- **School/ Federation/ Academy/Trust:** TrustEd Schools Alliance
- **Reporting to:** Business and Operations Manager/Headteacher
- **Main Workplace:** Church Stretton School
- **Grade and SCP:** Grade 8 (SCP 19-22)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements*

### Purpose of Post

- Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including the co-ordination and delegation of relevant activities.

### Principal Duties and Responsibilities

#### 1. Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
- Supervise, train and develop staff as appropriate and provide personal, administrative and organisational support.
- Liaise between managers/teaching staff and support staff.
- Hold regular team meetings with managed staff.
- Undertake recruitment/induction/appraisal/training/mentoring for other staff.
- Assist with first aid.
- Undertake reception duties and answer telephone enquiries as necessary.
- Organise school trips/events.

#### 2. Administration

- Take a lead role in the development and maintenance of record/information systems.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Produce, and respond to, complex correspondence as required.
- Complete and submit complex forms.
- Take notes at meetings.
- Provide organisational and complex advisory personal support to other staff.
- Provide organisational and complex advisory support to the Governing Body
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES.
- Manage the administration of the payroll system.

### **3. Resources**

- Be responsible for the selection and management of resources, including management of expenditure within an agreed budget and regular audit of resources.
- Take a lead role in the recruitment of support staff and in managing associated employment procedures.
- Provide advice and guidance to staff and others on complex issues.
- Undertake research and obtain information to inform decisions.
- Manage service contracts.
- Manage school licences and insurance.
- Manage financial administration procedures, including the collection and recording of cash, uniform snack/ other 'shops' within the school.

### **4. Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, 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 overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

### **5. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

### **6. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

### **7. Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

### **8. Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.