

Leigh North Street Primary School



Job Description

Name:

Post: Office Manager including Personal Assistant to the Head and Human Resources

Grade: Level 8

Responsible to: Headteacher

Purpose of the Job:

To ensure an efficient, effective and confidential administrative service to the school and Headteacher, whilst work as an effective leader of the office team under the direction of the Headteacher. To ensure clear lines of communication with children, parents, staff, visitors and other stakeholders.

Duties and Responsibilities:**PA Support to the Headteacher**

- To provide confidential and administrative support to the Headteacher and to be the first point of contact for people wishing to contact the Headteacher
- To liaise with other staff to ensure the efficient processing of the Headteacher's (& SLT) work and in particular, to manage/delegate the work of any secretarial staff designated to assist and support the work of the Personal Assistant.
- To deal with correspondence and documentation as directed by the Headteacher
- To maintain the Headteacher's diary, liaising as necessary with staff, pupils, parents, professional colleagues and the public
- To receive visitors for the Headteacher and to ensure that appropriate arrangements are in hand (including hospitality) for the Headteacher's visitors and meetings
- To prepare for and minute school/other meetings as required by the Headteacher
- To provide confidential secretarial support to members of the Headteacher as required
- To maintain confidential files to ensure that the Headteacher has access to the most up-to-date information and that appropriate files are made ready and given to the Headteacher in advance of meetings on a daily basis
- Draft reports, letters and take minutes for the Headteacher as required
- To act as the central point for **ALL** school communication.

- Review, edit and deliver all school communications i.e. letters to parents, electronic parent mail.
- Consistently review lines of communication within the school

Clerical

- Maintain electronic and manual records accurately and to a high standard
- Producing and disseminating information to staff across the school
- To produce and distribute information, letters etc. to children and parents/carers
- Sending out of outgoing post
- To assist with the monitoring and maintenance of stock including ordering of stationery and paper
- To deal with correspondence and documentation as directed by the Headteacher
- To provide general clerical support as required e.g. filing
- To undertake routine data input and typing
- To assist in the maintenance of school policies

Human Resource Management

- Oversee, review and publish all policies related to Human Resources ensuring they are up to date and accurate.
- Carry out return to work, Occupational Health, staff absence and Employee Assistance Programme meetings.
- To lead and manage Office staff members
- Maintain accurate and clear personnel records
- Ensure appropriate safeguarding checks are made, records kept for all staff, volunteers and third parties.
- Maintain the Single Central Record updating regularly under the direction of the School Business Manager
- Ensure that recruitment of new staff and volunteers are carried out in line with school policy.
- Undertake all documentation relating to personnel matters including; advertising, interviews, appointments, contracts, resignations, maternity leave etc.
- Ensure teaching and support staff handbooks are up to date
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Follow probation procedures and hold probation meetings with support staff.
- Annual salary review/assessment letters to all teachers including SLT
- Letters to staff when contracts/hours/points etc. change
- Keep an accurate database of all staff absence accessible to the Headteacher and SBM
- Carry out Return to work meetings.
- Participation in Occupational Health Review meetings and preparation of referral forms
- Attend HR personnel workshops and training
- Ensure recruitment checks are made with the business manager for all appointments
- Act as support and quality control for designated Single Central Record lead
- Remain informed of all HR Policy/Procedure updates.

- Seek and make use of specialist expertise in relation to HR issues

Recruitment

- To assist the School Business Manager with recruitment procedures e.g. uploading vacancies onto Southend website, the Job Centre etc.
- To collate interview packs including requesting references
- To organise ID cards for new staff, recruitment checks and re-checks for existing staff
- To quality control the school Induction Process.

School Clubs

- To be first point of contact for parents regarding availability, queries and fees.
- To liaise with outside clubs regarding availability, school closures and timetabling.
- Publish club timetable on the school website and newsletter

Shared Office Team Duties:

- To provide pro-active cover at the front reception desk when the receptionist is not at their post or busy with a visitor or on the phone
- To respond to the door entry system or car park buzzer when the receptionist is not at their post, busy with a visitor or on the phone
- To be a point of contact for telephone enquiries and take messages when the clerical assistant is not at their post or busy with a visitor or on the phone
- To deal with routine queries and liaise with other staff as necessary
- To ensure the school's security arrangements are always complied with, including the issue of visitor's badges, signing of the visitor's book and issue of the evacuation plan
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school
- Make arrangements for children who are ill to be sent home
- To play an active role in office fire procedures
- To undertake filing, photocopying and distribution as required, including the basic maintenance.
- Assist at school functions if required
- To provide general clerical support as required

Welfare

- Deal with sickness/injury of pupils and the administration of First Aid if necessary, and record following school policy
- Administer medicines e.g. Ritalin, as part of a pupil's care plan, and record, in accordance with school policy

General

- Work both efficiently and effectively with due regard to punctuality and meeting deadlines
- To maintain an optimistic and positive attitude with colleagues, and work to support and motivate others

- Achieve a good working rapport with pupils and maintain a balance being friendly and approachable, and achieving specified work tasks

Miscellaneous

- Undertake any training commensurate with the post
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

The duties of this post may be changed and/or varied (following consultation) to meet the needs of the Headteacher and the school.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties set out above.

This job description will be reviewed at annual appraisal.

Signed: Ant Hautler (Headteacher) Date:

Signed: (Employee) Date: