



**Post:** Office Manager with PA duties  
**Grade:** Band 4, Point 19-24 £24,799-£27,905 (FTE)  
37 hours per week, term time only and including  
INSET days (45 paid weeks)  
**Hours:** 7am-3.15pm (3pm on a Friday)  
**Location:** The Beaulieu Park School  
**Posts Supervised:** Office team  
**Responsible to:** Principal

**Other Relationships:** All school staff, students, visitors, Trust, external agencies

**Basic Objectives of the Post:**

**Leadership Team Administration Support**

1. To be responsible for the Personnel/Recruitment, Senior Leadership team typing, filing, diary and any urgent work required, maintaining strict confidentiality at all times. To use initiative to deal with matters directly if necessary. To handle all confidential correspondence with discretion
2. To be the first point of contact for communication with the Senior Leadership team, dealing with messages and replying to enquiries including those from staff, parents/carers, governors, outside agencies and the Local Authority.
3. To assist the Principal and Vice Principal in organising their workload, prioritising where necessary to ensure that they respond to particular issues identifying timescales and recommended actions as agreed. To ensure that the Principal and Vice Principal's offices are well equipped with all necessary stationary and other items
4. To minute LT Team and other meetings, as required. This could involve working outside normal hours on a regular basis although not necessarily the same time and day every week/month. To arrange and minute other meetings as required ensuring that matters arising are dealt with by the appropriate people within agreed timescales
5. To be responsible for organising and assembling a wide range of meetings as directed by the Senior Leadership team, ensuring agendas are set and preparing papers required in advance of the meetings. Taking and distributing minutes.
6. After discussion, to draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Senior Leadership team.

7. To liaise with parents, clerk and governors, trustees, staff, students, general visitors, unions, government departments (DfE and Ofsted), local authority and VIP visitors to the school.
8. To receive parents and other visitors to the Principal, providing hospitality and refreshments, as required and to undertake the organisation of events, as directed by the Principal.
9. To set up, implement and maintain new systems as requested by the Principal.
10. To undertake any other duties that might, reasonably, be delegated the Senior Leadership team.

### **General Administration Support**

1. To ensure effective and efficient communication between all the administrative team through systematic meetings and providing clear direction and support to office staff in their forward planning.
2. To be responsible for all areas of school admissions, including appeal (in liaison with the Vice Principal).
3. To be responsible for the school census returns and other similar correspondence with the DfE
4. To be responsible for the School Diary and make appointments as directed by designated staff. To keep a diary of all such appointments for the staff concerned. To ensure all necessary paperwork is completed in good time for such appointments.
5. To ensure the completion and maintenance of all records pertaining to GDPR so that the school is fully compliant with statutory requirements
6. To attend and minute meetings of designated staff under the direction of designated staff.
7. To maintain an accurate filing system for all letters and documents relating to school business.
8. To produce the necessary letters, forms, booklets and other publications required for the successful administration of the school curriculum and its pastoral support mechanisms.
9. To ensure the team uses the school's computerised management information system (SIMS) to record student and staff information. To use this data to produce the required lists as directed by designated staff. To provide training to designated staff in the use of the computerised management information system.
10. To provide information to parents, visitors and external agencies on school procedures and policies as directed by designated staff.

11. To ensure the admin team collect of all monies as directed by designated staff and that they count all money collected and forward it to the appropriate staff for safe keeping. To issue receipts to students or parents and to keep records of all monies collected for designated staff.
12. To ensure that all communication and administration related to staff recruitment
13. To ensure that the orders stationery and equipment are made as directed and maintain inventories for such equipment for designated staff.
14. To undergo basic first aid training and to complete regular course updates.
15. To provide support regarding Cover.

#### **Information Communications Technology Support**

1. To provide ICT support to designated staff including basic ICT INSET to increase their knowledge.
2. To ensure a regular supply of printer paper, toners, etc., for designated staff.
3. To liaise with ICT technical staff when problems occur that require more than basic maintenance.

#### **Office Management/General**

1. To lead and manage the Administrative Team and operate as a member of this Team within the school in meeting all administrative needs including the completion and organisation of all holiday work as directed by the line manager.
2. To prepare and issue updates, in conjunction with members of the Leadership team for the schools staff handbook
3. To ensure that the Information and Communications Officer produces effective whole school communications and newsletters, and effectively markets the school and its achievements.
4. To ensure that the Examinations Administrator makes arrangements for examinations that is in-line with the Leadership Team's requirements and expectations.
5. To provide cover for absent colleagues when necessary as directed by the line manager.
6. To undertake training and development relevant to the post.
7. To be aware of and comply with Health & Safety, personnel and financial regulations pertaining to this post.
8. To be aware of and comply with the school's equal opportunities policy.

9. To undertake other temporary duties, consistent with the basic objectives and/or duties of the post.

**Equal opportunities and school vision:**

1. To ensure and display commitment to the implementation of the school vision
2. To be committed to the schools policies on Equal Opportunities and Learning Support, and inclusion.
3. To be committed to the continual raising of levels of achievement for all our students.

