

Archibald First School

JOB DESCRIPTION

Post Title:	Personal Assistant to Head teacher/Office manager
Grade:	Grade N6.
Evaluation Code:	492 Points
Responsible to:	Head teacher
Responsible for:	Support staff as allocated.
Job Purpose:	To work as part of the administrative team, support the school in attaining its aims and objectives, by providing secretarial support to the leadership team including the Governing Body.

Main Responsibilities:

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

PA and administrator of the Head teacher's Office. These responsibilities should:

1. Provide timely and effective secretarial and administrative support to the Head teacher (and other members of the senior leadership team) in accordance with good secretarial practice.
2. Ensure the effective operation of the Head teacher's personal office to ensure the efficient discharge of functions to Governors, teachers and parents including hospitality arrangements and management of the head teacher's diary.
3. Assist the school by maintaining good relationships with staff, parents, governors, contractors' representatives and external agencies in order to promote the objectives of the school.
4. Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education and other external agencies.
5. Reception and dealing with Head teacher's mail and visitors.
6. Organise, co-ordinate and manage event organisation and hospitality for functions throughout the year.
7. Be responsible for ensuring that all general word processing-letters, forms and booklets including the Staff handbook, newsletters, school development plan, school improvement plan, school policies etc. are completed efficiently and to ensure that the information contained within them and on the school's website is kept up to date.
8. Management of pupil assessment data systems-ensuring accurate and timely input and transfer where appropriate.
9. Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Head teacher's work including management of diary,

correspondence, records, databases for whole school event, exclusions and personnel work.

10. Take and distribute minutes of Senior Leadership Team and staff meetings as required. On occasion these meetings can be confidential and deal with sensitive issues. Managing action points with team members.

Lead administrator for Personnel matters within school

11. Oversee the process of staff recruitment on behalf of the leadership team ensuring that candidates are kept informed and recruiting staff are well prepared.
12. Provide an effective recruitment administration process for all job vacancies to support the image of the school as a good employer and help to attract and recruit good quality applicants
13. Organise supply bookings as needed and ensure good relations are built with agencies, maintain records and negotiate prices to ensure a good deal is sought when cover is needed in school.
14. Manage necessary contractual matters relating to the appointment of successful candidates including ensuring pre-employment checks and contract administration are successfully completed in liaison with appropriate departments of the City Council.
15. Ensure that all staff records are kept up to date and secure, including reporting sickness/other absences and monitoring patterns/trends.
16. Coordinating the administration of all personnel matters relating to sickness and absence including organising sickness absence reviews and advising head teacher of action required.
17. Advising and/or seeking information for staff on personnel matters.

Administrator of Governor Business

18. Provide timely and effective secretarial and administrative support to the Governors in accordance with good secretarial practice.

Line management of administrative/support staff

19. Developing and maintaining good practice in relation to the provision of an efficient and effective service from the support staff
20. Being responsible for keeping the head teacher informed of needs and concerns relevant to the work of the support staff.
21. Preparation of the administrative calendar.
22. Overseeing the general office workload including support to the senior leadership team.
23. Budget holder for and oversight of administrative office supplies.

Human Resources

24. To manage some support staff supervisory staff and liaise with LA when HR queries arise
25. To arrange cover for teaching/non-teaching staff during planned/unplanned absences
26. To develop and maintain an accurate Single Central Record file.

Whole School Administration

27. To manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones
28. To manage, collate and analyse school surveys and returns, identifying trends

and possible actions.

Marketing and Liaison

29. To help promote the school to parents, partners and local community including managing formal/informal parent evenings
30. To liaise with local businesses for fund raising
31. To manage links with feeder schools to ensure that transition arrangements are organised effectively.

General

32. Promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.
33. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures
34. Be responsible for the general security in the school office
35. Receive and deal appropriately with all incoming electronic communications into the school email account. Use judgement to re-direct them or manage them on behalf of the head teacher.
36. The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
37. Carry out any other duties as directed by the head teacher commensurate with the general level of responsibility.

Date May 2013

Line management of administrative/support staff

As PA/Office Manager you would be required to manage lunchtime supervisory staff in the first instance.