

GLF Schools Job Description

Job Title	Head's PA / Office Manager	Job Reference	AURREC2023
Salary	Senior Specialist	Date Posted	November 2023
Responsible to:	Head Teacher	Responsible for:	Admin Team
Location	Aureus Secondary School	Travel required	No
Core purpose			
<ul style="list-style-type: none"> ● To support the work of the Headteacher by providing timely, accurate confidential administrative support. ● To be responsible for the development, implementation and monitoring of effective operational support services within the school and to be the key operational lead coordinating with GLF central services and operations. ● To contribute to the strategic development of the school by working with colleagues to develop and evaluate strategies, policies, processes and procedures, and to promote and manage change in order to meet the School Development Plan. ● To manage school administrative staff including admin, reception and reprographics staff ensuring the provision and continuity of operational support services 			
Key Accountabilities			
Heads PA			
<ul style="list-style-type: none"> ● Prioritise confidential administrative support to the Headteacher as required ● Supervise the production of the Headteacher's confidential correspondence and reports ensuring accuracy and consistency in content and format ● Attend confidential meetings in order to provide administrative support as required ● Respond to parents, carers, and other external stakeholders queries, especially in the absence of the Headteacher, acting as gatekeeper and screening enquiries and requests on behalf of the Headteacher in a manner which promotes a positive image of the school ● Maintain and keep the Headteacher's diary and arrange appointments as necessary ● Maintain a 'looking forward' file alerting the Headteacher to forthcoming events and issues in good time and ensuring that materials for meetings are prepared in a timely and accurate manner ● Coordinate visits from external stakeholders on behalf of the Headteacher and GLF ● Liaise with the Clerk to the SSB as required for meetings and reports ● Provide administrative support for school policies as per policy revision cycle ● To maintain appropriate internal communication, team meetings and briefing sessions as requested by Headteacher ● To be responsible for the school calendar and for managing the 'day-to-day' organisational issues of events coordination ● To be responsible for the effective communication between the school and local community including parents, carers and external stakeholders ● To liaise with GLF Procurement and the onsite catering staff regarding the effective delivery of the catering service, including cashless catering system, provision of free school meals, management of student debts, hospitality service and overall service development ● To undertake project management as required, ensuring that projects are delivered on schedule and meet the needs of the school community ● To provide effective, timely and accurate operational guidance to staff, parents and external stakeholders on relevant policies, procedures and regulations ● Ensure statistical returns to the DfE, Local Authority, the Trust and other outside agencies as required by the Headteacher. 			

<ul style="list-style-type: none"> ● Work with colleagues to secure the school's compliance with GDPR, coordinating timely and accurate responses to Freedom of Information (FOI) requests and Subject Access Requests (SAR's) ● Provide expert advice and opinions to the Headteacher on policies, issues and legislation relating to operational processes ● Support the recruitment, onboarding, induction, and probation of new staff starters
<p>Office Manager</p> <ul style="list-style-type: none"> ● To oversee and line manage the Admin Team & Reception area to ensure all visitors are greeted professionally and comply with Safeguarding and Health and Safety Procedures. ● To manage a rota system for the reception area to include the overall office team and ensure coverage at core times of 8am to 3.30pm. ● To ensure that general office administration is completed to a high standard using relevant letterhead, logos, house font, etc. ● Lead on Parent Pay to ensure new staff and students starters have live accounts, payment items are created, approving refunds as needed, leavers are processed, system syncs with canteen tills and produce periodic reports for payment items. ● To lead on start and end of year routines for students and staff. ● Liaise with School Transport advising of term dates and changes to standard routine. ● Respond to student enquiries, including late students, requests to leave school during the school day and sick students as required by attendance procedures. ● Escalate complaints to Headteacher as required.
<p>Finance Tasks</p> <ul style="list-style-type: none"> ● To provide support for ad hoc finance processes. ● To liaise with the GLF Central Finance Team.
<p>School Ethos</p> <ul style="list-style-type: none"> ● Duties are subject to change by negotiation and agreement with the Headteacher and post holder. ● Any other duties commensurate with the role as directed by the Headteacher. ● Attending and participating in meetings scheduled in the school calendar punctually.
<p>Personal Development / Continuing Professional Development</p> <ul style="list-style-type: none"> ● Fully participate in the school's appraisal process ● Taking responsibility for own continued professional development – ensuring at least two PDP / Professional development activities a year. ● Evaluate your own performance regularly. ● Participate in training and other learning activities as required. ● Recognise your own strengths and areas of expertise and use these to advise and support others.
<p>Strengthening community</p> <ul style="list-style-type: none"> ● Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example. ● To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
<p>Safeguarding</p> <ul style="list-style-type: none"> ● GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.