

POST TITLE: Headteacher's PA and Office Manager	GRADE: 7 pt 23
RESPONSIBLE TO: Headteacher	Term Time Only + Inset Days + 5 Days 8am to 4pm Monday to Friday

Responsible for:

Finance Assistant, Administrator, Operations Manager, Reception Manager, Receptionist

Purpose of role:

- To carry out the duties of a Personal Assistant to the Headteacher, enabling them to undertake a range of duties and activities efficiently and effectively for the management and direction of the school
- To provide a discreet and confidential channel of communication to and from the Headteacher regarding the work of staff, governors, Futura Learning Partnership central team, parents and carers, students, Local Authority, other officials and partners

Principle Accountabilities:

- To act as Personal Assistant to the Head teacher, by producing confidential reports, staff references, school policies, letters, documents, emails, minutes of meetings and any other documents the Headteacher requires
- To respond to and deal with, where appropriate, internal/external correspondence for the Headteacher. To receive and screen incoming telephone calls on behalf of the Headteacher
- To lead the information collation process (working with the IT and Data Manager) in relation to Subject Access Requests [SARs] and Freedom of Information [FOI] requests. Collating and redacting the information held before providing to the requestee within the statutory timelines.
- To maintain the electronic diary of the Headteacher and to arrange meetings/functions on their behalf, arranging transport and catering where appropriate
- To be responsible, with the SLT link, for the entire recruitment process for all staff and volunteers from authorisation through to induction.
- To monitor relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- To ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- To seek and make use of specialist expertise in relation to HR issues
- To minute and circulate notes from meetings as arranged by the Headteacher
- To liaise with senior staff concerning priorities, deadlines, policies and procedures, and to coordinate line management and meeting records of SLT
- To maintain filing systems, including electronic personnel files for staff

- To provide all paperwork and to track actions from meetings to enable the Headteacher to be well briefed at all meetings
- To receive and respond to parents and visitors as appropriate
- To arrange Personal Development Cycle (or equivalent appraisal practices) communication and meetings on behalf of the Headteacher, including making arrangements for lesson observations. To collate all paperwork relating to the Personal Development Cycle for staff
- To carry out such other duties as are required and as are commensurate with the grade of the post.

Office Manager

- Lead, line-manage and support all staff noted above to ensure that service levels provided are of the best possible quality
- To provide a comprehensive, professional, efficient and effective HR administration and advice service across the school in accordance with agreed Trust policies and procedures, ensuring compliance with all relevant legislation, maintaining confidentiality and high professional standards at all times
- Be responsible for the efficient running of the main school office and reception
- Liaise with budget holders as directed by the Headteacher to ensure supplies are maintained in school
- Ensure publicity materials are appropriate, updated, maintained and available as and when required
- Ensure the staff you manage complete their duties to a high standard and hold them to account
- Allocate admin support to others when required

Staff/HR Administration

Along with admin/finance team:

- Input data to portal for payroll purposes
- Manage the administration of the payroll
- Issue contracts and service packs
- Plan, support and implement new staff induction programmes
- Ensure any changes to role, pay, grade follow the agreed approval processes
- Oversee the creation and maintenance of electronic personnel files for all staff
- Provide accurate and timely management information for the Trust as and when required
- Oversee the maintenance of absence records for all staff and refer absences that are a cause for concern to HR
- Assist in the referral of staff to Occupational Health
- Work with the Data Manager to assist with the completion of school census and workforce census submissions periodically.
- Ensure Line Managers are completing Risk Assessments for Expectant Mothers and Return to Work Assessments

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concern.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Headteacher Signature:

Date:

Staff Signature:

Date:

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
Good general education to A Level standard/NVQ Level 3 (or equivalent)	E
Numeracy and Literacy equivalent to GCSE Grade C or Grade 4	E
Administration/Business/ Personnel qualification at Level 3 or above, or qualified Personal Assistant	E
Typing, shorthand and secretarial qualifications	D
Experience	
Experience of providing high-level support in a busy office environment	E
Experience of working in education, preferably in a large secondary school	E
Experience of using a wide range of office equipment, Office 365 Suite and other school specific software e.g. Bromcom	E
Experience of producing meeting minutes and documents of a high quality	D
Experience of working as a Personal Assistant	D
Experience of recruitment, HR, management processes	D
Skills	
Excellent Communicator via Email, Telephone, Face to Face or by letter	E
Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities.	E
Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues	E
Ability to build effective working relationships with a wide variety of individuals	E
Awareness of Safeguarding procedures including vetting procedures for all staff	D
Knowledge of School Teachers Pay and Conditions of Employment	D
Evidence of well-developed interpersonal skills. Ability to communicate and negotiate effectively both verbally and in writing	E
Ability to draw logical and accurate conclusions from sometimes complex information	E
Experience of managing and organising a senior manager's daily and forward work programme	D
Ability to act as minute taker as directed by senior managers	E
Demonstrates an attention to detail and an ability to stick to routine tasks	E

Attributes	
Ability to work on own initiative	E
Excellent organisational skills	E
Good time management, flexible, motivated, confident, assertive	E
Discretion. High standard of reliability, confidentiality and stamina	E
Ability to negotiate outcomes in difficult/sensitive situations	E