

JOB DESCRIPTION

|  |  |
| --- | --- |
| JOB TITLE | Headteacher’s PA, Admin Manager |
| PUBLICATION DATE | September 2021 |
| POSTHOLDER’S SIGNATURE |  |
| AUTHORISING OFFICER’S SIGNATURE |  |
| REVIEWER | School Business Manager |
| REVIEW DATE |  |
| STATUS |  |
| SALARY | M1 |

HEADTEACHER’S PA/ADMIN MANAGER

**RESPONSIBLE TO:** The School Business Manager and on a day to day

basis the Headteacher

### PURPOSE OF YOUR POST:

The Office Administration team provides a comprehensive support service to teachers and other support staff in the school. While not required to tutor students directly, the team has a marked effect on student learning by influencing the context in which learning takes place. This influence extends to parents and the general public for whom members of the team are often the first point of contact.

It is a responsibility of all staff to safeguard the welfare and rights both of students and colleagues. Staff should be conscious of their actions and their words and the impression and impact this may have. At Nobel we show respect to all regardless of gender, race, ethnicity, religion, orientation or age.

The Headteacher’s PA leads and manages the office administration team. S/he has an overview of the administrative requirements of the school and works at all levels from the organisation of major tasks through to fine, practical detail.

The Headteacher’s PA provides a confidential secretarial service to the Headteacher.

The Headteacher’s PA is also responsible for looking after Gatsby the schools Therapy Dog, during the day.

### SHARED RESPONSIBILITIES AS A MEMBER OF THE OFFICE ADMINISTRATION TEAM:

1. help ensure the smooth running of the school;
2. play a full part in shadowing each other’s role so that, in the event of staff absence and at times of pressure, roles can be interchanged flexibly;
3. make constructive suggestions for improvement in administration and other procedures that are conducive to efficient and effective operation and supportive of the core purpose of the school (student learning);
4. support other members of the team in the fulfilment of their responsibilities.

#### CONDITIONS OF EMPLOYMENT:

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

## PARTICULAR DUTIES:

The following is an indicative list of duties:

##### **Management**

* work with minimum direct supervision to organise own workload and priorities based on personal initiative and an understanding of the needs of the Headteacher and school;
* lead and supervise the work of other office administration staff, providing support, guidance and setting out requirements as appropriate;
* ensure that duties are shared equitably among the office administration team;
* manage the recruitment process from the preparation and placing of staffing advertisements through to the interview stage;
* liaise with the HR & Finance Manager regarding new appointments.

##### **Secretarial/Support**

* support the Headteacher in the organisation of his schedule through management of Headteacher’s diary;
* undertake the bulk of the Headteacher’s typing and all confidential work;
* routinely organise the Headteacher’s mail and receive and organise the Headteacher’s email;
* liaise with the Headteacher in April in order to set dates for the calendar for the forthcoming year;
* liaise with the LA with regard to matters relating to confidential personnel issues;
* liaise with the HR & Finance Manager with regard to personnel issues;
* undertake the minuting of daytime meetings as requested by the Headteacher;
* clerk daytime meetings of governors’ sub committees;
* organise or implement reception of Headteacher’s guests, e.g. providing refreshments;
* undertake other duties which the Headteacher may reasonably require.

**Communications**

Ensure Nobel School enjoys a high profile in the community by:

* Communicating with The Comet and other papers and sending articles to them on a regular basis.
* Liaising with the member of staff who is responsible for Nobel News to ensure nothing is missed.
* Liaising with the member of staff responsible for displaying information in reception including certificates, Nobel News, student achievement and sporting achievements.
* Posting messages on Facebook and other Social Media

**NOTES:**

The post is full-time, 37 hours per week. The precise times worked are subject to agreement with the Headteacher.

**Person Specification**

|  |  |
| --- | --- |
| **Qualifications/Training/Technical Competencies** | |
| Educated to A level – 3 good passes | Essential |
| Educated to Degree level | Desirable |
| Ability to operate Information Management Systems | Desirable |
| Awareness of Data Protection protocols and issues | Desirable |
| Excellent ICT and word processing skills | Essential |
| **Knowledge, Skills, Understanding & Experience** | |
| Excellent administrative skills and experience of an administrative role in an organisation | Essential |
| Ability to make independent decisions; and to work both independently and as part of a team. | Essential |
| A flexible approach to work | Essential |
| Ability to plan and prioritise own workload and delegate tasks | Essential |
| Excellent communication skills, both written and oral | Essential |
| Presentation of an appropriate professional image | Essential |
| A commitment to lifelong learning for self and others | Essential |
| Excellent interpersonal skills | Essential |
| A pro-active approach to problem-solving | Essential |
| Ability to meet deadlines | Essential |
| An understanding of how a school works | Desirable |
| Commitment to equal opportunities | Essential |
| Integrity, discretion and the ability to maintain confidentiality | Essential |
| Suitable to work with young people as required | Essential |
| A love of dogs | Essential |