



## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **OFFICE MANAGER AND PERSONAL ASSISTANT TO PRINCIPAL AND SLT**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective academy with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the academy into the wider community.

##### **JOB SUMMARY:**

1. Provide an effective administration support service to the Principal to ensure they can undertake their role efficiently.
2. Act as the first point of contact with the Principal, using discretion and ensuring all visitors and callers receive a professional response and are dealt with by the appropriate person.
3. Liaise daily with the Principal regarding the events of the day and follow up on any consequential actions.
4. Provide PA support to members of the SLT as required.
5. Oversee and maintain the records of SLT meetings, maintaining records and ensuring their completeness.
6. Show confidentiality and discretion at all times.
7. Oversee administrative support for students, staff and parents to ensure the effective management of the school.
8. Support links with the community, families and local environment.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1. Support for the Principal and Senior Leadership Team**

- 1.1 Support the Principal in the delivery of their roles and responsibilities.
- 1.2 Support the Principal with internal and external correspondence and the organisation of their calendar.
- 1.3 Manage all correspondence and related confidential work for the senior team when appropriate.
- 1.4 Lead the organisation and minuting of meetings on behalf of the Principal and the Senior Leadership Team.
- 1.5 Provide hospitality and make arrangements for visitors as requested by the Principal.
- 1.6 Lead the administration and organisation of key events on behalf of the Principal and Senior Leadership Team such as Awards evenings, school photos.
- 1.7 Provide agendas and record and minute SLT, appropriate Governor and other meetings as directed by the Principal. This will include confidential meetings and the regular working of times beyond the school day including occasional evening work.

- 1.8 Assist and work closely with the Principal, members of the SLT and other staff in the compiling, collating, completing of data returns including annual workforce census and appraisal.
- 1.9 Coordinate and oversee the production of the weekly staff bulletin, newsletters and communications from the Academy to parents.

## **2. Relationships**

- 2.1 Ensure excellent relationships with students, staff and parents to ensure that an effective service is provided to each of these stakeholders.
- 2.2 Support the Principal, Business Manager and the Senior Leadership Team to ensure that their responsibilities to the School are effectively undertaken through delegation to the admin team.
- 2.3 Liaise effectively with the Central Office of the Trust to foster working relationships and share good practice within the Star family of schools.
- 1.4 Liaise with EFA and other stakeholders as may be necessary from time to time to oversee compliance within the school.

## **3. Management**

- 3.1 Implement change as directed in accordance with the School Improvement Plan.
- 3.2 Provide outstanding operational management for all areas of responsibility.
- 3.3 Performance manage all staff with respect to all areas of responsibility through regular meetings, setting of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback.
- 3.4 Maintain an up-to-date understanding of relevant educational issues, policies and legislation; and incorporate the implications within the operation of your role.
- 3.5 Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.

## **4. School Administration**

- 4.1 Manage the whole school administrative function and administrative staff.
- 4.2 Support the effective marketing of the school; including adherence to the schools agreed branding, the production of the school prospectus and general communication in print and through the website.
- 4.3 Deliver systems and structures for the effective management and administration of all areas of responsibility that deliver outstanding outcomes.
- 4.4 Ensure the provision of effective office and reception services as the school's main public front.
- 4.5 Keep office organised and paperwork and data filed appropriately.
- 4.6 Ensure front line enquiries from staff, students, parents and visitors are dealt with promptly.
- 4.7 Ensure all student records and documents are properly maintained, filed and manually/electronically transferred when student leaves.
- 4.8 Advise parents of grants, school meals, school journey, income support, admissions applications.
- 4.9 Administration of after school clubs.
- 4.10 Administration of visits and school journeys – transport/ letters.
- 4.11 Care of sick children and first aid – Medical Lead for the Administration Team.

## **5. Governance**

- 5.1 Support the Principal and Senior Leadership Team to ensure that effective systems of Governance within the school are adhered to.
- 5.2 Responsible for supporting the Senior Leadership Team in managing the admissions and appeals arrangements and administration.
- 5.3 Provide reprographics support for Governing Body Meetings.

## **6. Other Responsibilities**

- 6.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 6.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 6.3 Contribute to the wider life of the Trust and the Star community.
- 6.4 Carry out any such duties as may be reasonably required in the context of the role.

## **7. Records Management**

- 7.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



Star

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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	A degree qualification.	<b>D</b>	✓	✓
2.	A*- B or 9-5 in English and Maths at GCSE.	<b>E</b>	✓	
3.	Evidence of continuous professional development.	<b>D</b>	✓	
4.	ICT or administration-related qualification.	<b>D</b>	✓	
<b>EXPERIENCE</b>				
5.	Experience of working in a senior administrative role.	<b>D</b>	✓	✓
6.	Experience of drafting reports and preparing presentations.	<b>D</b>	✓	✓
7.	Experience of successful project management and delivery.	<b>D</b>	✓	✓
8.	Experience of minuting meetings and undertaking follow up actions.	<b>E</b>	✓	✓
9.	Experience of organising events.	<b>E</b>	✓	✓
10.	Experience of undertaking a PA role for a senior leader.	<b>D</b>	✓	✓
11.	Experience of liaising with committees, statutory bodies or agencies that provide oversight.	<b>E</b>	✓	✓
12.	Experience of working in an educational setting.	<b>E</b>	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
13.	Ability to work with a variety of partners and key stakeholders in an effective manner.	<b>E</b>	✓	✓
14.	Strong interpersonal and team-working skills.	<b>E</b>	✓	✓
15.	Excellent written and verbal communication skills - including the ability to draft concise and accurate reports for a range of audiences.	<b>E</b>	✓	✓
16.	Ability to analyse data and produce management information.	<b>E</b>	✓	✓
17.	Ability to deliver assigned projects on time and within budget.	<b>E</b>	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
18.	Ability to monitor and evaluate projects against criteria.	E	✓	✓
19.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	✓	✓
20.	Proficient ability in ICT – including all key Microsoft packages.	E	✓	✓
21.	Ability to conduct and present research on a range of areas.	E	✓	✓
22.	Excellent understanding of administrative procedures and systems.	E	✓	✓
23.	Excellent understanding of Management Information Systems.	E	✓	✓
24.	A willingness to work outside of school hours.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
25.	Highly resilient and determined in the face of challenges.	E	✓	✓
26.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
29.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
30.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
31.	Commitment to support Star Academies agenda for safeguarding and equality and diversity.	E	✓	✓
32.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓