


Job Profile

 St Thomas More Catholic Academy				
Job Number	Post Title	Grade	Scale	Date
	Office Manager / Head's PA (Secondary School)	Level 8	22-25	September 2025

POST: Office Manager / Headteacher's PA

Level 8 FTE: £32,654

Actual Starting Salary: £29,984

Reporting Relationships

Responsible to: Operations Manager / Headteacher

Hours per week: 37 hours per week

Weeks per annum: Term time plus 2 weeks

School Purpose and Values

In accordance with our Mission statement, at St Thomas More we strive to secure a shared vision for all associated with our school community. Fundamentally, we aspire to maintain a safe, happy and caring environment where *'excellent relationships between pupils, staff parents/ carers, support a caring community.'*

Statement of Purpose

To work collaboratively with the Senior Leadership Team to support the strategic vision of the school

- ensuring the smooth running of the school's administrative functions
- ensuring that efficiency, versatility and lines of communication are effectively maintained
- co-ordinating, managing and developing the administration function of the school, undertake human resources duties and manage the administration team
- working collaboratively with the Operations Manager

DUTIES AND RESPONSIBILITIES

Office Manager

- Supervise and plan the day to day work of the administration team ensuring daily tasks are completed in an efficient manner and in adherence to comprehensive guidelines;
- To supervise the daily activities of the admin team including the distribution and monitoring of tasks being innovative in ensuring that the school office workload is effectively completed to a high standard;
- Contribute towards the planning, development and organisation of the support service systems, procedures and policies including performance management of administrators;

- To ensure the accuracy and quality of data on the School Management Information System (Arbor) ensuring the integrity and confidentiality of information and appropriate pupil records through efficient data input, filing and record keeping systems;
- To oversee accurate and timely communication to parents/carers via school email, text, notification systems, letters etc.;
- To participate in appropriate training and INSET ensuring that own and line managed staff personal skills are maintained therefore improving the effectiveness and efficiency of the Admin team;
- Liaising with Senior Mental Health Lead support the administration of the annual safeguarding training for all staff, ensuring updated lists of staff who have attended annual training and read and signed part 1 and annex of Keeping Children Safe in education (KCSIE);
- Manage and maintaining holiday records for whole year Premises and IT staff, updating on Arbor when approved by Headteacher.
- To ensure that all staff are aware of agreed administrative procedures and provide training to facilitate satisfactory completion;
- Plan the provision of admin support in school, ensuring there is adequate cover to provide for periods of staff absence due to sickness, training, etc.;
- To undertake any other unspecified duties commensurate with the grading and nature of the role.
- To assist with the day to day HR service provision, working collaboratively with the Headteacher and Operations Manager.
- Assist the Operations Manager on HR matters including recruitment, staff absence management, capability and disciplinary matters, following agreed policies and procedures, writing letters, arranging meetings etc;
- Develop recruitment adverts and relevant documentation to advertise for posts, produce interview schedules and organise the interview process.
- Manage and maintain the schools Single Central Record, through the use of CPOMS Staff Safe and maintain DBS renewal register and process DBS applications;
- Create, maintain and update personnel files and records and ensure the completion and maintenance of staff and student records on Arbor;
- To ensure that the administrative input of staff absence details for whole school is processed accurately. Monitor staff sickness absence and report to the Headteacher trends in line with the CES Attendance policy;
- Produce staff workforce census and other statutory returns to DfE, LA etc as commensurate to role;

Headteacher's PA

- Providing administrative and secretarial support to the Headteacher including:
- To support the Headteacher, to meet and greet the headteacher's visitors, displaying due courtesy and tact to ensure that visitors are welcomed into a friendly and professional environment. Recognising that the role is often the first point of contact for people wishing to speak to the Headteacher;
- Managing incoming / outgoing post, typing, drafting correspondence, proof-reading, telephone liaison, diary management, organising meetings / working lunches and liaising with catering, ensuring the Headteacher has correct documents in preparation for meetings, etc;
- To maintain the Headteacher's diary, inputting routine meetings as well as meetings with prospective parents, existing parents, staff, MAC school Headteachers and others as necessary;
- Maintaining the School's Complaints Logs;
- Undertake other confidential administration, e.g. Performance Management.

- Be flexible and proactive in approach and undertake all duties that may fall within the range as directed by the Head;
- Provide appropriate absence forms to staff for sickness, medical and compassionate leave, arranging for signing by the Headteacher;
- To liaise regularly with Operations Manager on staffing and employment changes and issues;

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Academy's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Office Manager / Headteacher's PA

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of 5 good grade GCSEs including English and Maths • NVQ Level 3 in Administration, business or equivalent or relevant experience 	<ul style="list-style-type: none"> • Level 6 Diploma in School Business Management / other relevant professional qualification at the same level or • Relevant experience commensurate with that level of qualification e.g. working towards HR (CIPD) qualification
Experience	<ul style="list-style-type: none"> • Ability to take charge, manage a team and assist them in prioritising and organising their tasks • Experience of working in an administration environment • Experience of leading, motivating and developing a team • Confident and experienced user of Microsoft packages • Experience of working in a busy school administrative environment • Experience of dealing with people in person, electronically and on the telephone 	<ul style="list-style-type: none"> • Experience of Arbor (Management information system) • Practical experience of recruitment and selection
Personal Qualities	<ul style="list-style-type: none"> • Ability to maintain confidentiality • Ability to liaise with a wide range of internal and external contacts • Ability to prioritise and manage workload to meet deadlines and work under pressure • Ability to work as a team member and to establish effective working relationships 	

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***