Tettenhall Wood School
JOB DESCRIPTION
Tettenhall Wood School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title	Office Manager / PA to Headteacher
Department/Location	Tettenhall Wood School
Accountable to	Executive Headteacher
Salary Grade/Range	Grade 6, Point 17 – 18
Hours	37 hours per week
Working Weeks	Term time plus 4 weeks

Job Purpose

- To positively and actively contribute to whole school improvement by providing administrative and operational support to the Headteacher and Senior Leadership Team.
- To be responsible for the day to day management of the school office.
- To be responsible for the line management of the administrative team including the development and implementation of recruitment, induction, performance management, training and mentoring of Admin Team
- To contribute to the development of whole school policies and procedures
- To organise, maintain and monitor school personnel systems ensuring effective delivery of service to school.
- To liaise with the Central Team regarding operational areas of the organisation including Site, H&S and Finance.

Office Management

- To ensure the effective and efficient running of the school office
- To be responsible for the management of the administrative team including the delegation of duties, development and implementation of recruitment, induction, performance management, management of attendance, training and mentoring.
- To represent the Admin Team at relevant meetings.

HR Responsibilities

- Arrange and facilitate induction process for new starters.
- Ensure all HR records are filed and up to date including training records.
- Be responsible for internal and external recruitment including organising attendance at recruitment events and interviews.
- Organise and file paperwork, documents and computer-based information
- Manage the school's single school record completing termly checks with the nominated SLT.
- To carry out all necessary pre-employment checks in a timely manner and in accordance with safer recruitment.
- Create, distribute and file annual Teachers pay statements
- Ensure the co-ordination of all returns required by the ESFA including Pupil and Workforce Census.

- Maintain up to date and accurate SIMS records for employees
- Oversee return to work interviews of Lunchtime Supervisory Assistants.

PA Responsibilities:

- To provide administrative support to the Headteacher and Senior Leadership Team.
- To support the Headteacher's management of administrative duties including the preparation of necessary documents and reports.
- To manage the Headteacher's diary and appointments including incoming communications e.g. telephone, email, post etc .
- To manage any incoming correspondence referring on as appropriate; screening telephone calls, enquiries and requests, and handling them as appropriate
- To support the Headteacher with parental communication and complaints.
- To receive visitors on behalf of the Headteacher.
- Undertake liaison between the Headteacher and school staff, parents and the local community in general
- To oversee school marketing, social media and whole school communications in liaison with Amethyst Academies Trust Marketing Director
- To manage the school calendar.
- To support the Headteacher with the preparation and distribution of the weekly Staff Bulletin and the half termly Parent Newsletter.
- Arrange accommodation / travel for meetings, preparation and distribution of agendas and paperwork and minute taking for staff meetings, management meetings etc.
- Support arrangements for and provision of hospitality.
- Support the Headteacher and Senior Leadership Team in relation to the process.
- Provide administrative and operational support to the Headteacher and the school's fundraising group 'Friends of Penn Hall'.

Health and Safety , Site and Finance

- To liaise with the Central Team regarding operational areas of the organisation including Site, H&S and Finance.
- To work collaboratively with the Trust Data Protection Officer to support Subject Access Requests, ICO correspondence and Freedom of Information Requests.

Working with the Site Manager and Headteacher

- Develop and maintain the school's health & safety policy and ensure this is communicated and available to all staff and stakeholders.
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with staff on health and safety issues
- Develop and implement systems to enable the identification of hazards and risk assessments
- Oversee statutory obligations are being met for pupils with special educational needs and report to SLT and Governors as necessary.
- Provide administrative, training support for Medical Tracker and creating reports as required.

Responsibilities

- Comply and assist with the development of policies and procedures relating to attendance, absence, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To act as first point of contact with the School for parents and visitors
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures and ensuring that confidentiality is adhered at all times

Safeguarding

- The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of
  the above Procedure and document can be obtained from the School Office.

People

- The jobholder must observe their safeguarding, health and safety, confidentiality, data protection and equality and diversity obligations, as set out in this job description and the School's relevant Polices.)

Line Management

- Yes – Admin Team

Financial

- No financial responsibility other than a responsibility to report to the Headteacher / Chair of the Governing Body any financial risks identified e.g cash not secured, potential theft or impropriety'*)*

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bind over order or a warning given by a police force, they are required to inform the Headteacher/ Principal of this fact immediately.

Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's / Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder.

Confidentiality and Data Protection

The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's / Academy's Whistleblowing Policy is available from the School / Academy Office.

Equality and Diversity

Penn Hall School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

Penn Hall School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Person Specification

Qualifications

- NVQ Level 4 or evidence of working towards a relevant discipline.
- Minimum GCSE (or equivalent) Maths and English at grade A-C

Professional Development

- Recent, relevant professional development
- Evidence of further professional training.

Experience

- Significant experience working in a relevant Financial and/ or Administrative management role preferably in an educational setting
- Full working knowledge of relevant polices/ legislation
- Knowledge of Microsoft office including Word & Excel
- Previous experience within an educational environment
- In depth knowledge of school financial, personnel and administrative systems
- Full working knowledge of Health and Safety
- Use of SIMs systems for financial and recruitment procedures
- Experience of maintenance and development of website

Skills / Abilities

- Ability to manage the schools administrative systems
- Ability to manage, lead, organise deploy and motivate a team
- Ability to formulate ideas and solutions and present them effectively to the Headteacher / Governing Body and possess high level decision making skills
- Proven ability to liaise with external agencies, businesses or contractors
- Ability to persuade, motivate, negotiate and influence
- To be able to work under pressure in a very busy and diverse environment
- Proven organisational skills. High level of accuracy and attention to detail
- Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines
- Advance skills to use and manage ICT systems and resources effectively

Personal Qualities

- Excellent personal and written communication skills
- Ability to work as a member of a team.
- Able to respond flexibly and adapt to changing and challenging circumstances
- Operate calmly and effectively Show initiative and self- motivation
- Show commitment to a clear and shared vision for an effective organisation
- Recommend and show a positive attitude to change
- An ability to positively promote the school to pupils, parents, colleagues and other community groups.
- Highly motivated with high expectations, a positive attitude
- The ability and willingness to work in partnership with other members of the School team.
- A high level of personal integrity
- An approachable professional who responds well to and offers constructive advice

Other

- To demonstrate success in involving parents, governors and the community in the school where appropriate
- Be committed to staff development.
- Promotion of positive behaviour strategies
- An awareness, understanding and commitment to equal opportunities