

Executive Assistant & Office Manager | Job Description & Person Specification

Title:	P.A. to Head Teacher, Executive Assistant to the Senior Leadership Team and Office Manager.
Reports to:	Headteacher
Grade:	Grade 8 (SCP 26 – 31)
Salary:	£36,124 - £40,476
Hours of work:	Permanent 52.14 weeks per year. Monday to Friday hours general pattern 7.30-15.30 daily during term time. Flexibility around the organisational needs of the school.

Job Purpose

To provide outstanding operational and executive support to the Headteacher and Senior Leadership Team, handle sensitive information and maintain confidentiality, keeping accurate records. To be committed, enthusiastic and produce high quality work, to ensure efficiencies within the Academy.

Support to the Headteacher & Senior Leadership Team

- Provide confidential administrative support to the Headteacher, including diary management, minute taking and handling correspondence; this includes some diary management, confidential note taking, managing complaints and correspondence.
- Processing the Headteacher's expense claims.
- Minute Senior Leadership Meetings on a weekly basis
- Update the School SEF
- Support in the preparation of Local Governing Body paperwork throughout the year
- To attend staff briefings daily, quality assure/take notes, prepare and distribute minutes/notes as needed.
- Handle parent complaints and escalations in line with Trust policy
- Undertake other confidential administration.
- Make and receive telephone calls for the Headteacher as required.
- Manage and quality assure the work and operations of the Reception and Admin Team.
- Be the schools' point of contact with Mercian Central Services.
- Lead the management of the local calendar including meetings rooms.
- Produce the academic calendar for the year and accompanying posters for offices
- Support capital bids with research and design.
- Lead on emergency protocol (Academy closures – snow/fire/bomb threats/pandemic)
- Post submissions for accreditation and awards
- Organise accommodation and travel for the Headteacher and/or other staff to events
- Formulate permanent exclusion packs

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Confidential HR Administration

- Ensure sickness is accurately reported on MIS and that return-to-work interviews have taken place where appropriate.
- Manage the signing in system – Inventory adding people for known visits/events.
- Ensure that all staff sign in and follow up unknown absences.
- Support in the processing of LOA/PAR forms onto SIMS to ensure cover and payroll is accurate.
- Compiling, scanning and promptly sending any HR related paperwork such as timesheets, salary change letters, MAT B1 forms etc to the central HR and payroll teams.
- Create letters of expectations where appropriate and handle the information confidentially.
- Witness meetings/calls with the Headteacher where appropriate.
- Oversee MIS staff processes.
- Along with appropriate Trust staff, staff management of MIS (Personnel, Pay-related details Routine, Incremental changes, System Manager).
- Liaise with the central HR team, to administer the recruitment process which includes providing interview dates and names of shortlisted candidates so HR team can arrange the necessary interviews and be the key point of contact for candidates when the interviews take place in school.
- School lead on interview day, ensuring smooth delivery to provide the best possible candidate experience.
- Checking of ID forms for new starters / interview candidates to ensure accurate and timely DBS and vetting processes.
- Confidential sending of interview notes for candidates and then secure storage should they be required.
- Support new starters and the induction process.
- Any other HR function commensurate with the role as identified
- Ensure annual leave is logged correctly for all associate staff and that holiday rotas are created for each break.

Managing School Operations

- Lead and develop the Admin Team Oversight of the administration teams (including Attendance, Graphic and Media, Reception, Admissions, ensuring they run smoothly and effectively).
- Produce and update the Applicaa form ready for New Intake and manage the import of data to the MIS system.
- Liaison with key personnel both on campus and with The Mercian Trust to ensure communication is strong and the campus is well run (e.g. Head of Estates, HR, Finance, Catering, OLC, Digital Hub Manager etc.).
- Perform the Digital Champion role of operations.
- Co-ordinate and participate in the induction of new staff alongside the appropriate member of the Senior Leadership Team
- Support the School Census checking process.
- In collaboration with the Headteacher, implement the Associate Staff Professional Growth system.
- Complete and check website compliance.

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- Organise, check and follow up on Policy Schedule as per the Trust/school calendar.
- Manage and maintain the academy policies including updates and upload to the website ensuring statutory information is in place.
- Along with appropriate Trust staff, oversight of external contracts, cleaning, catering, ICT and grounds maintenance.
- In partnership with appropriate staff, review the Business and Emergency Continuity Plan and refer to Headteacher and Senior Leadership Team.
- Manage Academy Calendar in liaison with the Headteacher and Senior Leadership Team.
- Lead on the H&S Audit termly
- Ensure compliance with H&S including Fire Drills
- Update and maintain fire procedures, ensuring all marshals are appropriately trained.
- Data protection officer for the Academy
- Organise or support all events in the Academy – Parents' Evenings, New Intake, Sizing, Performing Arts, Prom and Bright Stars.
- Set-up Eventbrite for event where necessary.
- Create all room signs throughout the Academy.
- Create tutor boards for the Academy.
- Ensure staff pigeonholes are assigned and up to date.
- Support Results day in collaboration with the Exams Officer and Invigilators.
- Coordinate training for the attendance car and MiDAS training for minibus drivers.
- Quality Assurance of all outgoing letters from the Academy including the Weekly Newsletter.
- Maintain the Academy's CPD records for all staff.
- Ensure stationery, learning diaries, staff diaries and exercise books are ordered each Academic year.
- Organise student and staff photograph every year. Manage their implementation to the MIS system.

Office Manager

- Ensure the Admin Team are well-trained and can perform their duties effectively.
- Work with HR to ensure all DBS and ID documents are evidenced on a new staff member first day and ensure the SCR is updated accurately and in a timely way.
- Support the DSL in ensuring the SCR is updated in relation to agency and contractor staff who are working on site at the school.
- Ensure updated letters of assurance are held from all visiting agencies and contractors. Chase these when necessary.
- Oversee ordering, purchasing, and credit card transactions, PSF and Budget Monitoring Support.
- Manage internal finance, HR, and payroll tasks and communication with Central Departments.
- Supervise Reception operations to help the Academy run smoothly, being flexible when required across the team, covering duties when necessary.

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- Deal with day-to-day incidents, ensuring parents are contacted and appropriate staff are engaged and informed of the outcome.
- When required, cover Reception; welcoming guests, ensuring they have signed in, and liaising with staff to ensure visitors are met.
- Facilitate the administration of mailshots that need to go home via student-post, as directed by key leaders.
- Undertake ad-hoc minute taking, data input, mail merge or word processing as required.
- Update the website and create banners in the Merdia & Graphics Champion's absence.
- Regular line-management meetings with the team (7-10 members of staff).

Safe Working Practices for Adults working with Children – It is the responsibility of each employee to carry out their duties in line with Mercian Trust's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

The Academy is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification, prohibition and barred list checks which will be required before commencing duties.