



**NOTRE DAME HIGH SCHOOL  
JOB DESCRIPTION**

*Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>Job Title</b>	School Office Manager and Personal Assistant to the Headship Team	
<b>Salary</b>	Scale 6 Starting Salary: £30,825 p.a. pro rata Scale: £30,825 p.a. - £34,834 p.a. pro rata	
<b>Work Pattern</b>	37 Hours per Week / Term time plus two weeks	
<b>Purpose of the Job</b>	<ul style="list-style-type: none"><li>• To provide administrative support to the Headteacher and Headship Team</li><li>• To be the primary point of contact for complaints</li><li>• To fulfil the role of School Clerk to the Local Academy Committee</li><li>• To ensure the smooth running of the School Office and all administrative tasks related to this function of the school.</li><li>• To implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.</li></ul>	
<b>Responsible To</b>	The Headteacher	
<b>Responsible For</b>	School Office Administration Assistant	
<b>Level of Contact with Children &amp; Degree of Responsibility</b>	<b>Level of Contact with Children</b>	<b>Medium</b>
	<b>Degree of Responsibility for Children</b>	<b>Low</b>
<b>Conditions of Employment</b>	The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.	

**Primary Responsibilities of the Post:****School Office Manager to include;**

- Line management of the Administration Assistant
- Provision of a full administrative function to the Headteacher and Senior Deputy Headteachers including diary management, post, receiving phone calls, responding to emails etc.
- Ensuring all school documents are kept up to date and available on the School Website
- Ensuring the School website is compliant
- Arranging programmes for visits and events liaising with other members of staff.
- Organising support for Parent's Association / Alumni etc.

**PA to the Headship Team to include;**

- Effective diary management
- Managing post, receiving calls, responding to emails etc.
- Meeting facilitation including minute taking when necessary
- Coordination of school events i.e., Summer Fayre
- To compile paperwork in accordance with statutory and procedure requirements in connection with school exclusions

**School Clerk to Local Academy Committee to include;**

- To ensure agendas and papers are available for all members in advance of meetings
- To be the point of contact for all queries relating to the remit of the LAC and its responsibilities.
- Coordinate employment Disciplinary and Grievance hearings, including attendance at meetings and producing minutes
- Ensuring that school policies are in place, kept up to date and published.

**Complaints Coordinator to include;**

- To be the first point of contact for complaints received into the school.
- To work with members of staff to ensure complaints are dealt with efficiently and effectively and in line with the appropriate policies and procedures.
- To keep in regular communication with the complainant so that they remain updated on the progress of their complaint.

**Performance Measures:**

- Effective support provided to the Headship Team.
- To fulfil responsibilities to the Local Academy Committee as advised by the Multi Academy Trust
- Complaints received into school are processed efficiently and effectively
- To ensure effective administration systems are in place for school office processes

**Additional Specific Responsibilities:**

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

**General Duties:**

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors.
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.