**Woolstonbrook School**

**JOB DESCRIPTION**

**Title:** Systems Manager and SLT PA

**Responsible to:** School Business Manager &Head teacher

**Salary Scale:**  Grade 6

**Hours of Work:** 37 hours, Full-time

**Job Purpose:**

To manage the systems responsible for pupil information and cloud- based ICT across the school, ensuring the smooth and effective running of these and all associated administrative and communicative systems. To provide a comprehensive, efficient and confidential administrative support service to the Senior Leadership Team.

**Duties relating to Systems Management:**

* To manage the efficient and effective running of the Schoolpod MIS, and Office 365 over seeing every aspect of implementation, pupil data input, creating report templates and coordinating the resolution of any query escalation
* To ensure that all admin staff have an understanding of how pupil information gleaned from a variety of sources (e.g. CTF file, induction papers etc) are quickly and accurately put into the Schoolpod system, so that information used to inform actions of all teaching and non-teaching staff is detailed , accurate and centrally located
* To prioritise and organise own workload and that of the administration team to meet conflicting deadlines in consultation with the operational needs of the school. To plan, co-ordinate and maintain data input processes, to agreed quality standards and within specified timescales.
* Support for School Business Manager in arranging, chairing and taking minutes for Admin staff meetings
* Supporting the School Business Manager in the appointment process for Admin staff
* To ensure the efficient and timely communication of issues, activities and changes linked to operation of school systems such as Schoolpod and Office 365, to both admin and teaching staff, and ensure workloads for admin staff deployed to support in data input are effectively managed, priorities and monitored to meet relevant deadlines
* To take a lead role for the design, implementation and maintenance of administration support systems and procedures in the event of changes in legislation and/or management structures in order to meet the needs of the school.
* To ensure our pupil information the school stores electronically is safe and secure and compliant with GDPR, under the guidance of the school business manager
* To Liaise with key senior and middle leaders on a regular basis to ensure that the Schoolpod system remains optimised in terms of content, reviewing and redesigning slips/tabs as a result of agreed and shared intentions and success criteria.
* To liaise with LA and external school support service providers on troubleshooting and systems development
* Provide advice training and guidance to individual staff members in their understanding and use of the Schoolpod system – how to interpret and complete slips
* To manage electronic communication with staff and parents, via Teachers2parents. This includes generating communication from the whole staff each week to report to parents on the app.
* To provide line management of admin staff under the direction of the School Business Manager
* To support the school business manager to manage, lead, motivate and develop school admin staff. This includes supporting the SBM in monitoring staff performance against agreed objectives and identifying training needs where required.
* Full operational overview of school reporting system to ensure school reports are fit for purpose, in line with SLT expectations and to ensure that they are quality assured and communicated to parents within stipulated time frames.
* To schedule work necessary for the updating of various school documents, for example the School Development Plan, Teacher Planner
* Ensure relevant documents are compliant with school branding and contain latest school logo etc
* To be one of the school Fire Marshalls

**Duties relating to Personal Assistance to members of Senior Leadership Team**

* To provide and organise an efficient, professional and confidential secretarial and administrative service to the Head teacher, deputy head teacher, and assistant head teachers including word processing of correspondence, reports, publications and other documents as required.
* Using own initiative, respond independently to correspondence, produce reports, minutes and letters to a high standard.
* To be responsible for and proactive in organising and maintaining the Senior Leadership Team diary, including arranging appointments, itineraries, making travel arrangements, co-ordinating meetings and events
* To manage communications and liaise with external contacts including Local Authority representatives, Governors and other personnel on behalf of the Head teacher only
* To respond to queries on behalf of the SLT, including prioritising issues, investigating queries, preparing responses and resolving problems where appropriate
* To act as first port of call for calls, queries and complaints directed at SLT. Acting as gatekeeper, using own initiative to triage any complaints and calls, ensuring calls are directed to the correct member of MLT/SLT.
* Where a complaint or SAR under GDPR is raised ensure that is tracked and followed-up on behalf of Head teacher and provide a full complaints analysis to Governors upon request.
* To draft correspondence on behalf of the Senior Leadership Team as required
* To attend daily meetings with AHT Pastoral to deal with and follow-up on internal and external communications, prepare correspondence, etc.
* To attend meetings, to prepare and circulate the relevant agendas and papers and to take minutes as required
* To work alongside the School Business Manager for the administrative procedures associated with the recruitment of teaching and support staff including arranging interviews, timetabling selection activities and obtaining employment references
* To maintain accurate and comprehensive filing systems relating to the work of the pastoral team.
* To assist with the preparation and collation of paperwork and data for OFSTED inspections, and other school documents and reports prepared by the Head teacher or members of the school leadership team.
* To provide administrative and organisational support to the Governing Body in relation to the sub-committee meetings. This includes attending meetings and taking minutes.
* To liaise between facilities staff and Head teacher during the fire/emergency evacuation in the absence of the School Business Manager
* Devise, implement and maintain a Systems Management/ SLT PA Operating Manual of every process required to carry out the duties listed in this job description which can be used as a handover tool / user guide to ensure the role can be carried out effectively in the absence of the PA/Office Manager, thus ensuring the leadership of the school is not adversely affected.

Notwithstanding the details in this job description, in accordance with the Council’s Flexibility Policy, the job holder will undertake such work as may be determined by the Head teacher from time to time, up to or at a level consistent with the principal responsibilities of the job.