



Job Description

Post Title: Personal Assistant to the Senior Team/Office Manager (Maternity Cover)

Hours of work: Monday to Friday, 37 hours per week
Term time plus 3

Salary: Scale F (Points 22-25)

Contract: Fixed Term to 17th May 2019

To commence: 1st September 2018

1. PURPOSE AND SCOPE

Personal Assistant to the Senior Team

To provide quality and efficient administrative support to the Senior Team and other members of staff, as required. The main duties of the post are described below. However, it is not an exhaustive list and you may be asked to undertake additional tasks and duties, other than those identified, by the Senior Team and other members of staff, as and when required.

Office Manager

Under the direction of the Senior Team, to assist with the management of the School's administrative and clerical support services to a high standard, ensuring that these functions support the management of the school in an efficient and effective manner.

The main duties of the post are described below. However, the administrative staff work as a team and its members should be prepared to cover each other's duties when required, assisting in general tasks at busy periods. All duties should be performed in a spirit of helpfulness which provides the best service to stakeholders.

2. ORGANISATIONAL RELATIONSHIPS

Responsible to the Senior Team.

3. PRINCIPAL DUTIES AND RESPONSIBILITIES

Personal Assistant to the Senior Team

- Single Central Record - ensuring that the School's Single Central Record is kept up-to-date and accurate, undertake DBS checks for all new members of staff, undertake necessary checks for regular visitors and/or volunteers to site, obtain confirmation from outside organisations that any contract staff have the correct level of DBS clearance;
- Safeguarding – ensuring all new members of staff receive the appropriate safeguarding training, keep safeguarding training records up to date and accurate, reminding safeguarding staff of certificate expiration dates and booking appropriate training for them;





Stalham High School



- Parents' Evening - preparation and management of the appointment system, assisting parents where necessary and liaising with staff to make appointments for parents;
- Ensuring Trust policies are shared with staff, as and when required and are stored centrally;
- Process staff overtime and travel expenses claims together with invoices for off payroll workers, produce a report of monthly variances for signing by the Senior Team;
- Preparation and distribution of internal communications;
- Recruitment – produce adverts and job descriptions, request references, contact successful and unsuccessful applicants, create interview schedules, request and obtain the necessary documentation from applicants, prepare new starter induction packs for new starters, request IT logins, request ID badge from the Business Manager;
- HR - provide HR support to the Senior Team and employees liaising, where necessary, with our HR providers, ensuring staff personnel files are kept up to date and accurate, record staff absences (internally and externally) and escalating these where necessary, deal with pension, HMRC and any other pay or pension queries from staff, past and present, through our HR provider's Portal, deal with staff appointments and/or resignations, changes to contracts, hours and personal details, etc. deal with occupational health referrals, ensure Performance Management records are kept up to date;
- Ensuring termly returns are completed and submitted;
- School Workforce Census;
- Provide secretarial and administrative support to the Senior Team;
- Provide secretarial and administrative support to other members of staff, as and when required;
- Attend meetings of the Senior Team to take Minutes and prepare Agendas for said meetings, take any Trip Forms for approval;
- Produce calendars and rotas, form lists and extension lists and, once directed to do so by the Senior Team, distribute these internally and, where necessary, externally;
- Prepare correspondence to parents/carers on behalf of, and for approval by, the Senior Team, to include newsletters and other publications;
- Prepare correspondence to parents/carers on behalf of, and for approval by, other staff members;
- ParentMail – send out correspondence to parents/carers via ParentMail, prepare reports to show the effectiveness of communications via ParentMail, send out correspondence from third parties (once approved by the Senior Team) to parents/carers, ensure as many parents/carers are registered on ParentMail as possible;
- References – deal with reference requests for ex-colleagues and/or ex pupils;
- CPD – complete CPD request forms for colleagues, gain approval by the Senior Team and once approved, book cover, course and any transport, keep the whole-school CPD record up to date and accurate, keep the first aid records up to date and accurate, reminding staff of certificate expiration dates;
- Admin rights – Show My Homework, Secure Access, NQT Manager, Educator Solutions, Help You Choose, SIMS, Teachers' Pension Employer Portal, HR provider's Employer Portal;
- Careers and Personal Advisor – provide administrative and secretarial support to the Careers and Personal Advisor as and when required;
- Prepare marketing material and/or packs - Year 11 revision packs, presentation folders, etc;
- School photos – arrange school photos, produce timetable for students' photos to take place, prepare all correspondence to parents/carers relating to school photos;
- After-school events – support the Senior Team at after-school events/evenings;
- Duke of Edinburgh Manager – undertake the duties required as the school's Duke of Edinburgh Manager;
- Senior Team's detentions – book after-school detentions for students, as and when required;
- Data – ensure parent/carers, student and employee information is as accurate and up to date as possible;
- Undertake duties as Fire Marshall;
- GDPR – ensure the school, and members of staff, are working to, and compliant with, the new GDPR rules;





Stalham High School



Office Manager

In addition to those duties and responsibilities which are undertaken in the course of fulfilling your role as PA to the Senior Team, the following duties and responsibilities will be required to be undertaken:-

a. Personnel management

- Contribute to the development and planning of effective and efficient support services within the school;
- To supervise administrative and clerical staff;

b. Administration management

- To manage the provision of administrative and secretarial support and to ensure that the administrative staff are organised efficiently to meet the needs of the school;
- To be responsible for the administration management of SIMS, keeping staff management records up to date, ensuring staff have access to the software appropriate to their needs and providing help and training to staff as required;
- Ensure that stationery in the administrative office are kept at adequate levels;
- Ensure there is sufficient tea, coffee etc. for hospitality purposes and events;
- Check correspondence being sent out by members of the administrative team, where necessary;
- To provide lunch cover for Reception and Student Reception each day;
- Monitor the 'office@' and 'head@' email addresses during the school holidays;
- To undertake any other duties that are within the scope of the post as determined by the Senior Team.

Other duties and responsibilities

- Responsible for the line management of other members of the administrative team and Finance Assistant.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All school employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

