

Job Description Office Manager and PA to the Headteacher



Responsible to:

Headteacher

Responsible for:

School Administrator and Office Administrator

Key Responsibilities

Personal Assistance to the Head Teacher to include:

- Provide Human Resources support which includes (but may not be limited to):
 - Coordination of employee and volunteer recruitment and organisation in line with Safer Recruitment and KCSIE;
 - Take a role in the onboarding of new staff members including (but not limited to);
 - o Be the point of contact with all new employees prior to their start date
 - o Issue relevant documentation and forms requiring completion
 - o Instructing relevant WCC departments of new starter to create their contract
 - o Ensuring computer accounts are created by logging requests with peritech company
 - o Staff tours (for support staff)
 - o Guiding them through school HR processes
 - o Issue relevant policies;
 - Function as the main point of contact for WCC Schools HR Consultancy, Payroll, HR Systems Admin and for school staff members in relation to HR;
 - Administer contract changes and process leaver information to peritech company and relevant WCC departments;
 - Monitor all staff overtime, discretionary leave, medical leave and sickness absences, flagging any concerns to the Headteacher, liaising with staff members and Schools HR Consultancy (if necessary) and process them on the HR system;
 - Providing support with employee relations as required;
 - Monitor updates of HR policies, procedures and guidance documents, sharing them with relevant staff/governors;
 - Update the Leave of Absence policy annually, in accordance with WCC's policy and school need.
- Production of correspondence/reports/pro-forma and similar;
- Fortnightly newsletters;
- Maintain appropriate filing systems including production and renewal of policies;
- Providing information for Governors meetings;
- Arranging meetings and recording in diary;
- Liaison with PTA and provide admin support;
- Health & Safety liaison (fire drills/risk assessments).

Personnel:

- Maintaining personnel records for all members of staff to include:
 - maintain Paxton fob system
 - staff records on WCC HR system and school MIS;
- Produce the annual workforce census;
- Maintain records of salary points.

Line management of Admin Team:

- Perform annual reviews with each team member;
- In conjunction with SBM to hold regular meetings and action any issues as necessary;
- Provide cover in case of office/admin absence in liaison with the Headteacher;
- Support staff, to complete tasks that they are unfamiliar with;
- Support in the main office during the busy morning period each day.

Budget:

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- Assisting SBM and Headteacher with the budget planning;
- Resolve queries/errors found in the monthly salary reconciliation;
- Liaise with Head teacher and SBM on staffing issues which affect the budget;
- Salary calculations as required and for advertising roles.

Safeguarding

- To uphold the school's commitment to safeguarding, promoting the welfare of children and strong culture of vigilance.
- Report any concerns or disclosures regarding all pupils via MyConcern, on a paper form or in person as necessary.
- To uphold safer recruitment best practices.

General admin as required:

- Complete necessary training linked to this role;
- Support with the production of letters to parents/carers;
- Assist DPO with GDPR admin and support;
- Update the school website;
- Support with the parent/carer communication system;
- To be a trained First Aider and take an active role in the rota;
- To be a trained Fire Warden and assist in fire training and drills.
- Support with annual update of walking home arrangements for children;
- Support with booking training requirements on request from Senior Leadership Team;
- Perform a check of the main office email for urgent emails at 8:00am and after the summer holidays.

Child protection:

- Supporting SLT with administrative work relating to child protection issues;
- Maintenance of the SCR.

Personal Integrity

- Ensure all personnel data is kept confidential;
- To treat all information confidentially;

This job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Head teacher may require. This job description will be reviewed annually or earlier if necessary.

Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.