



## Foxborough Primary School – Job description

<b>Job title</b>	Office Manager, PA to Headteacher & Clerk to LGB
<b>Pay and conditions</b>	<b>PA</b> Salary Grade: Level 6, Range: 25-29 Term time (38 weeks) plus 2 days Hours: 37 hours per week, 30 minutes lunch, unpaid <b>Clerk to LGB</b> Salary: £619.00 pa (not pro-rata'd) Six meetings per year, one per term (term time), starting at 6:00pm
<b>Line Managed By</b>	Headteacher & Chair of the Local Governing Body
<b>Notice Period</b>	8 weeks

### JOB PURPOSE

- Be responsible for the smooth and efficient running of the school's office and reception area
- Be the first point of contact for those wishing to communicate/meet with the Headteacher and to respond professionally, positively and effectively
- Provide professional, efficient administrative customer-led support to the Headteacher
- Assist in the supervision of the Admissions & Attendance Officer including their induction and training
- Line manage the Administrative Assistant including their induction, training, motivation and appraisal
- Supervision of the Admin Assistant element of the Catering Admin Officer/Admin Assistant including their induction, training, motivation and appraisal
- Undertake general office, reception and administrative duties as required
- Promote a positive image of the school through the front of house welcome, by building relationships with parents/staff/pupils/media and through pro-active communication e.g. newsletters, school website, information screens
- Provide a fully confidential and effective administrative service to the Local Governing Body
- Provide advice to the Local Governing Body on governance and procedural matters
- Ensure the Local Governing Body is properly constituted
- Contribute to the overall ethos, work and aims of The Trust

### KEY AREAS OF IMPACT

#### Main Duties and Responsibilities:

#### Operational

- Develop, organise, manage and evaluate administrative systems and procedures
- Courteously welcome and receive visitors/callers to the school, e.g. parents/carers, professionals from outside agencies; deal with enquiries as required, maintaining security requirements and confidentiality
- Respond to enquiries from parents, outside agencies and departments, including on behalf of the headteacher
- Direct visitors to school as appropriate
- Escort visitors around the school as required
- Ensure safeguarding procedures are established with all visitors to school including the checking of DBS certificates
- Maintain the Single Central Record for Foxborough Primary School
- Arrange hospitality for interviews, functions and meetings
- Establish and maintain professional and good relationships with all students, parents/carers, colleagues,



suppliers, contractors and other professionals

- Implement an effective induction programme for staff and update it as required
- Induction of new starters including arranging access to IT, staff ID logins etc.
- Arrange and/or conduct exit interviews as required
- Manage Leave of Absence forms – advise staff on policy and procedure when completing
- Undertake administrative / clerical tasks including routine word processing, photocopying, filing, faxing, collating reports
- Deal with Head of Schools/SLT correspondence promptly and confidentially as required
- Create and prepare weekly Thursday Letter on behalf of Head of School
- Prepare Head of School's correspondence
- Check all outgoing school correspondence
- Book CPD courses for staff after SLT authorisation has been obtained
- Keep records of staff training and ensure completed as required
- Minute briefing meetings and circulate to staff, ensuring actions are completed as required
- Minute SLT meetings and circulate, ensuring actions are completed as required
- Minute confidential meetings e.g. Fact-Finding, Disciplinary Hearings, Capability meetings with staff
- Liaise with PA to Trust SLT regarding sensitive/confidential preparation of correspondence
- Devise and keep up-to-date school calendar and circulate to school staff. Prepare parent calendar and publish on school's website
- Devise schedules/school diary management e.g. Music collapse, ICT collapse, Thursday Letter schedules
- Electronic diary management for Head of School, SLT and Executive Head as required
- Support Pupil Welfare Lead/Designated safeguarding Lead with parental correspondence, Step 5 letters, policies, procedures etc.
- Keep records of all exclusions on SIMs, prepare related correspondence and produce reports as required
- Keep records of Racist Incidents on SIMs and prepare LA termly return
- Ensure that students arriving late to school are signed in as per procedures
- Ensure the circulation of incoming mail and outgoing, taking appropriate action as necessary
- Filter and distribute the school's main incoming e-mails to appropriate staff and respond to e-mails when appropriate
- Undertake reception duties including the signing in / out of visitors & management of the electronic gates
- Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required
- Appropriately deal with students requiring to leave school for medical appointments
- Accept deliveries to the school as per procedures and liaise with staff for appropriate distribution
- Assist with the smooth operation of school admissions e.g. giving out application forms
- Report technical faults relating to the school database system/s and equipment to the ICT Technician/s following school reporting procedures
- Liaise with finance regarding Parent pay queries and collect and record receipt of money for activities from parents when required
- Responsibility for the school safe and the security of the personnel files stored at Foxborough
- Receive and respond to correspondence and telephone calls
- Undertake general administrative and secretarial duties as required
- Arrange, manage and provide secretarial support for meetings and events as required
- Identify & address performance, development and training needs of admin staff
- Maintain systems and report to Head of School & governors as required
- Keep up to date on appropriate regulatory changes
- Assist with security & Health and Safety matters including advising staff regarding Risk Assessments where appropriate



- Provide appropriate advice to governors
- Organise and manage all aspects of school events as required including producing PowerPoints to communicating effectively with stakeholders
- Effective and efficient administrative support for all student matters
- Supervise and monitor the work of the Admissions & Attendance Officer to ensure that standards are met and maintained
- Supervise monitor and review the work of the Administrative Assistant to ensure that standards are met and maintained
- Supervise, monitor and review the Admin Assistant work of the Catering Officer/Administrative assistant to ensure that standards are met and maintained
- Provide an efficient and effective service to support the functions of the Head of School/SLT
- Arrange meetings on behalf of Head of School/SLT
- To develop / monitor / supervise admin team (as required)
- Ensure effective operational functions within the school office including providing cover for colleagues
- Be responsible for confidential typing and related administrative tasks
- Ensure regular communications between school and parents are forthcoming and informative (e.g. newsletters, website, texts, screens)
- Enter & update information on the school's database as required
- Create, upload and update information on school's website and information screens as required
- Responsible for administrative preparation for school events such as parents' evenings and open days
- Operate reprographic equipment.
- Prepare and circulate updates to the Staff handbook
- Manage Volunteer applications and record keeping
- Arrange and host office/admin department meetings
- Update emergency procedures
- Collate and analyse data from feedback forms from Parent Consultations and other parental engagement sessions
- Act as the first point of contact for governors with queries on procedural matters;
- Produce an annual calendar of Local Governing Body meetings;
- Work collaboratively with the Senior Leadership Team;
- Be responsible for preparation of meeting agendas following consultation with the chairperson/Trust SLT, distribute advance correspondence, attend meetings, take minutes and produce minutes with action points including accurate recording of decisions made;
- Chair the meeting where the new chair is up for election;
- Produce and maintain induction programmes and documentation for new governors including arranging training sessions as appropriate;
- Ensure a register of Business Interest is maintained;
- Ensure statutory individual school policies are in place and maintain a register of those policies and renewal dates;
- Ensure copies of statutory policies and other school documents approved by the Local Governing Body are kept in the school and published as agreed, for example, on the website;
- Arrange and clerk disciplinary hearings (staff and pupils) and any other meeting, at the request of the Chair of the Governors;
- Respond to appeal applications, arrange appeal hearings and clerk where permissible;
- Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
- Maintain governor meeting attendance records and advise the Local Governing Body of non-attendance of governors;
- Check that DBS disclosure has been successfully carried out on any governor when it is appropriate to do



so;

- Ensure meetings are quorate;
- Maintain a record of training undertaken by members of the governing body;
- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership;
- Maintain copies of current terms of reference and any nominated governors e.g. Child-protection, SEND;
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of governing body correspondence;
- Arrange and run the elections of parent and staff governors;
- Maintain a file of relevant Department for Education (DfE) and local authority guidance documents;
- Maintain archive materials;
- Prepare briefing papers for the governing body, as necessary;
- Conduct skills audits and advise on training requirements;

#### **General**

- Attend relevant meetings and training sessions
- Attend school events as required
- Assist in escorting students on educational visits and to participate in extra-curricular activities as required
- Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation
- Provide an effective first aid service when required to staff, students and school visitors in schools as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
  - Making accurate and appropriate recordings of all first aid cases;
  - Contacting parents as required;
  - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team;
  - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
- Invigilate school and public examinations and tests as required
- Cover for absent colleagues as directed

#### **SAFEGUARDING**

Pioneer Educational Trust committed to safe-guarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

#### **ADDITIONAL DUTIES**

- To play a full part in the life of the Trust community including duties to support the ethos and encourage students and colleagues to follow this example;
- To actively engage in the appraisal process;
- To continue professional development as agreed.

#### **ADDITIONAL NOTES**

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

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



The Trust 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 Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.