

PURLEY OAKS PRIMARY SCHOOL

JOB DESCRIPTION			
Role	Administrative Officer – PA To Headteacher		
Reports to	School Business Manager		
Accountable to	Headteacher		
Grade	5	Scale Point	13 – 15
General Purpose	<ul style="list-style-type: none"> • Strive for excellence. • Provide a warm welcome to all parents, visitors, children, carers and a welcoming environment where everyone is enthused by learning and where the children are eager to come and sad to leave at the end of the day. • Create a stimulating environment that encourages and supports social development. • Promote the highest standards of behaviour as the norm. • Represent the office of the Headteacher. 		
Purpose of role	<ul style="list-style-type: none"> • Under the guidance of senior staff; be responsible for undertaking administrative, financial and organisational processes for the Headteacher/School Business Leader. • Provide accurate and up to date information, analysis to agencies, parents and children. • Promote the school ethos with all children and the community. • Act as a role model for all members of the school community. 		
Specific Responsibilities	<p>Administrative Support for the Headteacher</p> <ul style="list-style-type: none"> • Provide general and confidential secretarial services to the Headteacher. • Meet with Headteacher and the Senior Management Team on a daily basis and follow up any resultant actions. • Manage calls and visitors for the Headteacher redirecting where appropriate • Attend confidential staff disciplinary meetings and take notes, prepare documentation, and distribute to relevant parties under the direction of the Headteacher. • Liaise with Governors, staff, parents, LA, unions and other outside agencies. • Compile key school publications such as: Whole school development Plan, School Evaluation Form, Staff Handbook and School Policy documents in liaison with the SLT and Middle Leaders. • Communicate on behalf of the Headteacher with staff, parents, pupils and members of the extended school community. • Maintain the diary for the Headteacher, arranging appointments as appropriate, and ensure that s/he is adequately briefed on matters to be discussed. Also ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales. • Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information. • Develop and maintain the Headteacher’s filing system. • After discussion, to draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher. • Opening, sorting and prioritising the Headteacher’s correspondence. • Access information for the Headteacher as necessary and obtain all information required in the support of his/her work. 		

- Forward think and plan in advance in support of Headteacher's workload.
- Organise meetings and events, arranging hospitality requests for any events/meetings involving the Headteacher.
- Make and plan travel arrangements as necessary.

Other Administrative Duties

- Maintain school diary for staff ensuring accuracy.
- Maintain the school website ensuring the site is up to date, accurate and relevant
- Using the appropriate ICT package produce school promotional materials such as newsletters, invitations, posters etc.
- Production of student planner, prospectus folders and parent/staff calendar.
- Build excellent relationships with all staff to ensure strong communication channels.
- Liaise with local newspapers to promote school activities.
- Manage, with class teachers and year group leaders, class timetables and ensure the senior leadership team have access at all times.
- Take minutes of meetings.
- Coordinate the production and distribution of half-termly and year group newsletters.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE.
- Word process a wide range of correspondence, including confidential material, drafting routine letters on behalf of the Headteacher and/or Business Leader.
- Coordinate the programme for events such as end of term staff farewells, retirement events, etc.
- Provide other administrative support as directed by the line manager.
- Be aware of and comply with policies and procedures relating to safeguarding, equal opportunities, behaviour for learning, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post.

Procurement Responsibilities

- Managing orders including input onto FMS and liaising with suppliers.
- Manage expenditure within an agreed budget.

HR Administration

- Recruitment - preparing advert, job description, person specification and related materials, placing advert, responding to enquiries, arranging interviews and appointment letters.
- Manage all HR related correspondence on behalf of the school including new starter/leaver administration, arranging contracts, following up references, DBS administration and documentation checking.
- Manage Single Central Record – ensuring accurate and up to date.
- Maintenance of staff files and HR records on SIMS including recording training, absence and payroll/contract alterations.
- Manage the absence reporting procedure within school, record and maintain staff records of absence for sickness, training, other and ensuring cover is in place

	<p>when necessary.</p> <ul style="list-style-type: none"> • Process payroll alterations and annual pay statements – informing payroll and staff. • Process overtime and expenses claims. • Plan induction arrangements and documentation. • Collate annually the Staff Handbook. • Process the school workforce census. • Arrange staff Continuing Professional Development and planning/organisation of INSET days. • Volunteers and work experience – co-ordinate the allocations of individuals and complete all the necessary paperwork.
Development	<ul style="list-style-type: none"> • Undertake training and development as relevant to the role. • Keep abreast of recent legislation and developments relevant to the role. • Take part in any relevant staff meetings, as and when appropriate.
Other	<ul style="list-style-type: none"> • Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour. • Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care. • Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. • Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time. • To work under the direction of the Headteacher and School Business Leader and to undertake any other reasonable duties as may be allocated by the Headteacher, Deputy or Senior Leadership Team.
Green Statement	<ul style="list-style-type: none"> • Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Data Protection	<ul style="list-style-type: none"> • Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. • Maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.
Confidentiality	<ul style="list-style-type: none"> • Treat all information acquired through employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad

	practice or mismanagement.
Equalities	<ul style="list-style-type: none"> The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
Customer Care	<ul style="list-style-type: none"> Able to demonstrate a commitment to the council's Customer Care Policy.
Health and Safety	<ul style="list-style-type: none"> Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
To contribute as an effective and collaborative member of the School Team	<ul style="list-style-type: none"> Participate in training to be able to demonstrate competence. Participate in first aid training as required. Participate in the ongoing development, implementation and monitoring of the service plans. Champion the professional integrity of the School service Support Customer Focus, Best Value and electronic management of processes. Actively share feedback on School policies and interventions