

JOB DESCRIPTION
PA to the Headteacher
Office Manager
HR and Marketing
Scale 6

Job Purpose

- Ensure that the Headteacher is able to lead the organisation effectively by providing a high level of administrative support.
- To lead the main office
- To work with EMET central services on HR matters
- To lead the marketing and communication strategy for the school.

Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- To promote the welfare of children

Accountable to: Headteacher

Hours of Work: 37 hours per week, AYR

Accountable for:

- Support the Headteacher in all aspects of their work
- Manage the Headteacher's diary
- Manage the Headteacher's correspondence
- Manage the Main Office and Visitor Reception
 - ❖ Line manage the Finance and Administration Officers including responsibility for their appraisal
 - ❖ Responsibility for visitor signing in procedures ensuring that this is professional and welcoming
 - ❖ Ensure that the physical environment in reception and in the main office is professional and business like
 - ❖ Ensure that the reprographics function for teaching staff is efficient and timely
- Oversee cover arrangements for absent staff
- Maintain the staff absence record with the administration team.
- Support the interview and appointment process for new staff, working with central HR.
- Manage the Behaviour Cover Support staff in relation to their cover role
- Manage the school calendar and its promotion with staff and parents
- Manage effective communication with parents through SIMS InTouch or similar systems
- Liaise with the Director of Resources to ensure effective and efficient administration for the LGB including minute taking for the LGB.
- Minute taking as required, including for SLT meetings, Family Heads meetings and Headteacher meetings with staff.
- Provide the necessary administrative support for disciplinary procedures involving both staff and pupils as required
- Support the maintenance of all relevant school policies by monitoring the schedule of reviews and ensuring they are displayed on the website
- Be responsible for the school website ensuring that it meets statutory requirements, is informative and regularly updated.

- Design and deliver a highly effective communications strategy, incorporating a range of marketing and communication activities.
- Produce the school newsletter on a half-termly basis
- Promote the school in local and national media including the preparation of press releases.
- Produce school brochures and prospectuses including Options information, Presentation Evenings and new entrant's information including the Admissions brochure.
- Produce PowerPoint presentations to promote the school at high profile parents' events.
- Take and/or collate school photographs for use in promotional material or media releases.

General

- Cover classes and/or undertake school duties as required
- Maintain a sound working knowledge of manual and ICT based administrative systems and procedures used in the Academy
- Identify and pursue opportunities to improve the efficiency of internal procedures and working and arrangements and take maximum advantage of the potential offered by systems including SIMS
- The effective and efficient use of resources
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, as specified by the Headteacher

Special Factors

- a) It is vital to the ethos of the support team that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority
- b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the Academy
- c) Expenses will be paid in accordance with the local Conditions of Service
- d) This Job Description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post

Corporate responsibilities

- To participate and contribute to appropriate meetings and staff development
- To actively participate in activities in support of the aims of the Academy
- Other duties as specified by the Headteacher

Community

- Promote the Academy within the community
- Demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in appraisal activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness

PERSON SPECIFICATION
PA to the Headteacher
Office Manager
HR and Marketing
Scale 6

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • The post holder will need to demonstrate literacy, numeracy and ICT skills, sufficient to carry out the role • Higher grade GCSE passes in English and Mathematics 	<ul style="list-style-type: none"> • Level 3 qualifications at A Level or similar
SAFEGUARDING	<ul style="list-style-type: none"> • Full understanding of safeguarding requirements and how staff promote the welfare of children • Enhanced DBS and validated references • Eligibility to work in the UK 	
KNOWLEDGE	<ul style="list-style-type: none"> • Ability to understand and apply Academy policies related to the post • General knowledge of office procedures • Academy policies and procedures 	
PERSONAL QUALITIES, SKILLS AND EXPERIENCE	<ul style="list-style-type: none"> • Ability to use own initiative and undertake decisions • Ability to respond calmly and positively under pressure • Ability to work unsupervised and be able to work as a member of a team • Willing to work outside normal hours if required • Ability to relate well to staff, governors, pupils, parents and visitors • Ability to communicate effectively, verbally and in writing, with members of the public, colleagues, pupils and visitors • Ability to use website software, social media and publishing software. • Understanding of, and ability to provide, best practice in customer care • Good organisational skills • Excellent ICT skills • Efficiency • Self-motivated • Proactive • Flexible – able to meet deadlines against changing priorities • An understanding of, and commitment to equal opportunities • Hard working, conscientious and detail orientated • Understanding of the importance of confidentiality and discretion 	<ul style="list-style-type: none"> • Experience of working within a school setting