

**THE JOHN FISHER SCHOOL**  
**JOB DESCRIPTION - HEADTEACHER PA/OFFICE MANAGER**

**Contracted hours – 36 per week**

**Term Time + 3 weeks**

**Hours: 7.45am to 3.45pm (lunch 50 mins)**

**Salary – PO2**

**GENERAL:**

This role is concerned with assisting the Headteacher and SLT to develop plans for the strategic direction of the School. This involves reviewing the school development plan, identifying priorities, considering learning and estate matters, aligning overall school objectives and future staffing and HR strategies. In addition this role involves the strategic development of the school's office function. The role provides support to the Governing Body and provides the line management of Reprographics, Admissions, Reception and Key Stage Administrators.

**Line Manager: The Headteacher**

**OVERALL RESPONSIBILITY**

- The strategic development and management of the School Office in order to facilitate the smooth functioning of the School on a day-to-day basis.
- To monitor and develop the procedures and systems of administration throughout the School, ensuring that the needs of the School are met giving the School a positive image in the local community.
- To support the Headteacher in the role of a Personal Assistant by effectively organising and administering his duties, ensuring that the Headteacher is kept fully informed of all administrative issues within the School.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Child Protection Procedures.

**HR Management (in liaison with the school's HR consultants)**

- Strategic development and management of the HR function in line with the school's objectives in order to contribute and enhance the School Development Plan.
- Being the focal point for first line advice guidance and support on Employee relations issues such as grievance, disciplinary, capability and absence management.
- Provide advice and guidance to all staff on HR issues including conditions of service.
- Contribute to maintaining and improving employee relations within the School.
- Co-ordinate and manage all recruitment activities within the School including the update and development of job descriptions and person specifications, preparation and placing of recruitment advertisements, assist with short listing, organisation and attendance of selection interviews acting as panel member as required to select the most appropriate candidates for posts in the School, making offers of employment and undertaking all the relevant pre-employment checks and processing work permit applications when required.
- Upload job brochures and documents to TES and other recruitment platforms as/when needed.
- Develop, oversee and co-ordinate the support staff induction.
- Work with HR provider to ensure the accuracy and prompt issue of contracts of employment.
- Ensure that exit questionnaires are issued.
- Manage the School's sickness absence reporting procedures by monitoring sickness absence ensuring that the Management of Attendance processes are followed by line managers in order to keep sickness absence levels within the school to a minimum. Arrange for referrals to Occupational Health and to Counselling as appropriate.
- Establish and maintain good working relationships with SLT, managers, employees, governors, trade unions, LA staff and external agencies.
- Work with the Headteacher and Finance Manager to ensure that all staff are paid correctly and on time by communicating all changes/additions to payroll.

- Create and share reports to the Governing Body's Resources Committee meetings.
- Manage and maintain the School's HR records, both computerised and paper based maintaining confidentiality and compliance with data protection at all times.
- Manage and maintain the School's Single Central Record (SCR) of DBS, identity and qualification checks in accordance with the DfE guidelines.
- Manage all school HR administration processes.
- Complete the school workforce census and support with statutory and other returns requiring data on HR e.g. staffing section of the annual school census, equal opportunities returns, LA surveys/returns.
- Write and distribute the staff pay letters in conjunction with the Finance Manager.

#### **Headteacher**

- To provide efficient and effective administrative support for the Headteacher.
- To be initial, confidential point of contact for the Headteacher either on the telephone or in person.
- To act as a link between staff and Headteacher
- To manage diary for the Headteacher and meet, greet and offer hospitality to visitors.
- To provide secretarial and administrative support including drafting general correspondence on behalf of the Headteacher, typing reports, press releases, emails, with speed and efficiency.
- Prepare contracts and other documentation related to the employment of all members of staff.
- Maintain an up-to-date database of personal records for all members of staff regarding absence, annual holidays, timesheets and personal details.
- Monitor staff sickness levels, considering and bringing to the Headteacher's attention implications for staffing.
- Set a good example in terms of personal presentation, attendance and punctuality.

#### **Office Management**

- Ensure the efficient provision of routine correspondence.
- Answer the telephone and take messages, or where necessary, transfer the call on to the relevant member of staff.
- Respond to all routine letters and telephone calls.
- Word process letters for the Headteacher and for the Chair of Governors in the absence of the clerk.
- Maintain an accurate filing system for all letters and documents.
- Proof read the newsletter and the School's prospectus, as well as all other outgoing communications.
- Maintain the confidentiality of all the School's records relating to staff and pupils in line with the latest requirements of the Data Protection and Freedom of Information Policy.

#### **Health and Safety**

- Oversee the First Aid rota, making sure all renewals are checked and booked in when necessary.

#### **Continuing Professional Development**

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which lead to improvements in the day-to-day running of the School.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

#### **Equality and Diversity**

Work within and promote compliance with the School's Equal Opportunity and Diversity Policy.

#### **Health and Safety**

To work within and ensure staff and student compliance with the School Health and Safety Policy.

**Training and Development**

To attend relevant training and development courses as required and identified during performance appraisals and to support and develop staff in accordance with the School Equal Opportunities policy where applicable.

**Other**

- To undertake such other duties as required by your line manager commensurate with the seniority of the post.
- Represent the Support Staff body at SLT meetings.
- Coordinate Saturday detention/Exclusion letters and other documentation when needed.
- Oversee all GDPR administration including Freedom of Information Requests, Subject Access Requests, breaches, destruction logs, DPIAS and the yearly audit.
- Oversee the school website, updating vacancies and key documents as/when required.
- Send out weekly Headteacher's newsletter to parents/carers, staff and governors.
- Create the Spiritual Life and Ethos Committee agenda and take minutes.
- Coordinate and send the staff updates email (twice per week)
- Oversee the destruction of student and staff files annually in accordance with the school records and retention policy.