



# St Anthony's Catholic Primary School

## A Voluntary Academy



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### Job Description

#### PA/Office Manager

#### Grade 6

**Salary:** Grade 6, Points 27-31 (£24,657 - £28,221) – this role is required all year round

**Hours:** 35 hours per week

**Responsible to:** Business Manager and Headteacher

**Line Manager:** Business Manager

**Main contacts of the post:** Headteacher, Business Manager, teaching staff, support staff, pupils, Governors, LA, DFE and outside agencies

#### Main Purpose of the job

To oversee an effective administrative service to the school, ensuring duties are assigned, cover is arranged and that staff have the abilities and skills to provide continuity of administrative and clerical support to facilitate the smooth management of operation of school administration.

To act as PA to the Headteacher in meeting the varied and changing administrative and organisational needs of the school

#### Responsibilities

- To monitor staff performance against objectives through consultations and performance management arrangements, contributing to the development of training programmes / learning opportunities and managing performance
- To prioritise and organise own workload and that of the administration team to meet conflicting deadlines in consultation with the operational needs of the school
- To support the Headteacher in the smooth execution of a personal diary of events and organisation for meeting deadlines
- To schedule and oversee SIMS Academic end of year procedures, Census preparations and returns
- To manage the booking of supply agency staff
- To maintain the school website and ensure documents and content are kept up to date, liaising with website host where required

- With close liaison with the Senior Management Team, to ensure that in relation to the catering and facilities staff, duties such as ordering of refreshments, room booking requirements, servicing meetings are carried out by the administration team
- To respond independently to correspondence and produce complex and confidential reports, minutes and letters to a high standard
- To take a lead role for the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation and / or management structures in order to meet the needs of the school
- To manage the administration of pupil admissions
- To develop record/information systems which monitor and analyse issues relating to the day-to-day running of the school
- To provide administrative and organisational support to the Governing Body
- To assist with school administrative duties including examination invigilation as part of the agreed system for the school where appropriate.
- To complete and submit complex forms and return, including those submitted to the LA, DFE and outside agencies
- Ensure accuracy and confidentiality of information produced relating to the administration of the school
- To comply and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To provide advice and guidance to staff, pupils and others
- To operate relevant equipment and complex ICT packages
- To assist with the management of facilities including premises, lettings associated income, building and projects where required
- To be responsible for administration of school cash where appropriate, including banking arrangements and safe management in line with financial regulations
- To be responsible for the audit of resources within the administration function
- To assist with the management of Health and Safety within the school
- To undertake the recruitment of support staff and in managing associated employment procedures
- To work collaboratively with all staff and parents in order to support pupil well being and to promote the five outcomes of Every Child Matters

- To be aware of and support difference and to ensure equal opportunities for all
- To contribute to the overall ethos, work and aims of the school
- To establish constructive relationships and communicate with other agencies and professionals
- To attend and participate in regular meetings
- To participate in training and other learning activities and performance development as required
- To recognise own strengths and areas of expertise and use these to advise and support others

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

**Person Specification  
PA/Office Manager**

**Grade 6**

**Experience**

- Significant experience of working in and managing the work of a team of administrative support staff, ideally in a school environment
- Experience of working in a busy school environment.
- Experience of development, management and operation of administrative systems and procedures

**Qualifications/Training**

- Possess a high standard of numeracy and literacy skills

**Knowledge/Skills**

- Good skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement
- Successful experience of implementing, developing and maintaining effective administrative systems in a busy office environment
- Ability to organise own workload and that of others to meet conflicting deadlines within fixed timescales
- Good communication skills, for effective interaction with other staff colleagues, pupils and the wider community
- Good written communication skills
- Experience of management of a small budget and collating financial data
- Knowledge of project management and monitoring strategies
- Ability to adapt to challenging situations and respond appropriately using negotiation and influencing skills to achieve objectives
- Excellent ICT skills and ability to effectively operate various software packages and information technology systems
- Experience in the use of SIMS
- Experience in the use of cashless systems i.e. SIMS Agora
- Experience of working in schools would be highly desirable

- Have a knowledge and awareness of the legislative framework of schools and education
- Willingness to undergo minor first aid training
- Ability to relate well to children and adults
- To be able to work constructively as part of a team, understanding school roles and responsibilities and your own position with these
- Have the ability to self-evaluate your learning needs and actively seek learning opportunities

### **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to apply for an enhanced Disclosure and Barring Service check.