

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Federation Office Manager	Post No: GEN21	Grade: HC6
Organisational information: Responsible to: Headteacher Responsible for: The management of other administrative/support staff within the Federation. Key relationships/Functional links with: Pupils, staff, parents, officers of the LA, and other agencies, as necessary.		
Main Purpose of Job: To manage the administrative aspects of the school, supervising other staff when necessary.		
Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> Administrative Tasks <ul style="list-style-type: none"> • To draft recruitment advertisements for vacancies within school, place the adverts in the press and ensure that application packs are distributed promptly. To arrange subsequent interviews and be prepared to join interview panels when administrative vacancies arise. • To undertake reception duties, and dealing with the majority of enquiries. This will regularly involve more complex enquiries or taking initiative in dealing with upset or difficult parents. Signing visitors in and out of the school. • To respond to correspondence on behalf of the head teacher. This may involve drafting letters for him/her to later sign, or responding independently within certain perimeters. • To answer the telephone and, wherever possible, dealing with the enquiry. Taking messages or passing on to other members of staff, as required. • To undertake typing/word-processing duties, including those requiring complex formatting. • To act as personal assistant to the head teacher, including managing their diary and assisting as needed. • To take minutes of meetings and arrange for their distribution. • To assist the head teacher in the promotion of the school, contributing to the production/content of the school newsletter or prospectus. • To proactively examine and implement ways in which the administrative work of the school can be made more effective. • To file documents. 		

- To ensure that the post is opened and distributed at the start of the school day, and outgoing post is dispatched.
- To take a lead role in arranging school trips, photographs, work placements, events etc.
- To maintain the SARS staff absence system and produce staff absence reports for Governors.

Information

- To ensure that statistical returns are completed accurately and promptly.
- To produce complex information as required, including for outside agencies such as the DfES.
- To manage support staff, including the recruitment, appraisal, and investigation of complaints.
- To ensure all school policies are maintained, reviewed and up to date
- To be responsible for administering General Data Protection Regulations

Resources/Finance

- To undertake the administration of school lettings, including investigating ways of increasing income further, if required.
- To maintain supplies of school stationery and other school resources within an agreed budget. To initiate and process orders within defined perimeters.
- To provide information to the head teacher and governors.
- To use petty cash to make local payments and keep records of expenditure.

Staffing

- To manage administrative/support staff, including recruitment, appraisal and the initial investigation relating to potential disciplinary action, if necessary.
- To arrange for supply cover as necessary.

Other

- To provide 1st aid cover, following training, as needed.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The post holder will be expected to work at any of the Federation's locations as needed.

The Federation has a no smoking policy. Employees are not permitted to smoke on any of the Federation's premises nor in any vehicle used on organisation business.

The postholder will promote the Federation's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the Federation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Will be required to undertake safeguarding training at appropriate level to the role.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

October 2017

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Administrative Assistant – L5	Post No: GEN21	Grade: HC6
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<ul style="list-style-type: none"> • Experience of working in a clerical/administrative role, ideally within a school. • Experience of supervising other staff. • Experience of dealing with members of the public, including those who may be angry or upset. 	AF, I
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • Ability to draft effective and accurate letters on behalf of the head teacher. • Able to communicate effectively with parents, pupils and visitors to the school. • Effective user of Word, Excel and/or SIMS. • Well-organised and flexible approach to work. • Ability to work constructively and supportively as part of a team. • Good attention to detail. • Able to work largely on one's own initiative. • Good customer care skills. • Ability to organise the work of others and support more junior administrative staff. • 	AF, I

Qualifications and Training <i>including professional qualifications</i>	<ul style="list-style-type: none"> • GCSE Maths and English (Grade C or above), or • British regulated qualification framework level 2 and above or • International English language testing system (IELTS) score of 5.0 • RSA 3 in word-processing (or equivalent) 	AF, I Fluency Duty -The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"> • Commitment to working with young people. • Willingness to work in support of the inclusive ethos of the school. • Police clearance. 	I Enhanced DBS Police Check
Line Manager Signature: Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2017