



Deanery C.E. Primary School

JOB DESCRIPTION: PA to Head Teacher/Office Manager/Clerk to Governing Body

PA to Head Teacher/Office Manager

MAIN PURPOSE

To provide an efficient and effective secretarial service to the Head Teacher and, where applicable, other senior teaching staff. To manage the school's administrative and clerical functions and other office staff and provide a high standard of administration within the school.

- To be responsible for promoting and safeguarding the welfare of the children and ensure everyone who meets them are appropriately checked.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development and adhere to the performance management policy for support staff in the school.
- To adhere to the 'Ethos and Values' of our Christian school.

CORE STANDARDS

1. **PERSONAL ASSISTANT TO HEAD TEACHER**

1.1 To act as a Personal Assistant to the Head Teacher and, where appropriate, to other members of the Senior Management Team (SMT) including maintaining their diaries/appointment schedules and associated secretarial duties.

1.2 To liaise regularly with the Head Teacher coordinating the daily/weekly/termly management of the school.

1.3 To prepare letters, reports, memoranda and other documents, using appropriate equipment, including word processors and office management systems. This will include typing of a confidential nature and input of computer data, such as pupil assessments.

1.4 To receive and relay promptly any telephone, emails and messages, dealing appropriately with routine enquiries.

1.5 To undertake the secretarial duties related to Head Teacher meetings, Governors/Sub-Committee meetings as appropriate ensuring that all papers are prepared and distributed, policies kept up-to-date, agendas formed and minutes typed as appropriate. To carry out all necessary administrative tasks including Disciplinary, Appeals, Exclusions etc.

1.6 To ensure that visitors and callers for the Head Teacher and other teaching staff are courteously and correctly received and welcomed, dealing sensitively with anxious, distressed or impatient callers, whether by telephone or in person.

1.7 To book courses, conference facilities, accommodation, transport for Head Teacher as required.

1.8 To manage the hospitality for meetings/events throughout the year.

2. OFFICE MANAGER/ADMINISTRATIVE RESPONSIBILITIES

2.1 To organise and supervise the administrative activities that facilitates the efficient running of the office.

2.2 To delegate office tasks and administration to appropriate members of the office team and work in liaison with all staff.

2.3 To use a variety of software packages such as Microsoft Word, Outlook, Powerpoint, Publisher, Excel etc. to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.

2.4 To ensure all SIMS information is regularly updated.

2.5 To maintain appropriate registers for members of the SMT eg. Students, voluntary helpers, work experience.

2.6 To manage the recruitment process – all documentation relating to job vacancies; placing adverts, correspondence, reference requests, interview arrangements etc.

2.7 To maintain confidential staff, pupil records/registers and complete returns for Local Authority, DfE, eg. School Census.

2.8 To open and distribute appropriately incoming mail, dispatch ongoing mail and manage general postal arrangements.

2.9 To manage filing, reprographic duties and associated tasks.

2.10 To maintain appropriate evidence files for inspection eg. Community Links, Secondary Links, Diocesan and Church Links.

2.11 To liaise with IT support as necessary.

2.12 To be responsible for the general security of the office and safe keeping of confidential information/items.

2.13 To manage production of documentation for Parent Sessions eg. Brochures, handbooks, information packs etc.

2.14 To manage arrangements for specific visitors eg. Teacher network meetings, outside agency visits.

3. SPECIFIC DUTIES IN LIAISON WITH APPROPRIATE MEMBER OF STAFF

3.1 To manage all admission procedures

- Weekly update of all admission forms
- Compilation of information for Admissions Committee
- Attendance at Admissions Committee meetings to report on admissions and current situation (usually once a term at 5.00pm).
- Updating Admissions file, class lists, waiting lists.
- To keep Head Teacher informed of any class vacancies and waiting lists.
- To arrange visits of prospective parents and children.
- To offer places as appropriate, completing all relevant documentation for the admission of a child in liaison with the Local Authority.

3.2 Management of courses for staff

- To manage and maintain a course folder
- To book courses
- To manage cover arrangements in liaison with appropriate staff.

3.3 To manage staff cover/supply arrangements.

Clerk to the Governing Body

MAIN PURPOSE

The clerk to the Governing Body will be accountable to the Governing Body, working effectively with the Chair of Governors, and with the Head Teacher and other governors to ensure that Governing Body business is conducted efficiently and in line with statutory requirements. She will secure the continuity of the Governing Body business and observe confidentiality requirements.

4. CLERK TO GOVERNING BODY

4.1 MEETINGS

The clerk to the Governing Body will:

- a) Work effectively with the Chair and Head Teacher before the Governing Body meeting to prepare a purposeful agenda that takes account of current issues and is focused on school improvement.
- b) Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting.
- c) Record the attendance of governors at the meeting and take appropriate action re absences.
- d) Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting.
- e) Take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action.
- f) Record all decisions accurately and objectively with timescales for actions.
- g) Send drafts to the Chair and Head Teacher within fourteen days for amendment/approval by the Chair.
- h) Copy and circulate the approved draft minutes to all governors within the timescale agreed with the Governing Body.
- i) Advise absent governors of the date of the next meeting.
- j) Keep a minute record or file of the signed minutes, as an archive record.
- k) Send a copy of the approved minutes to the Diocesan Board of Education.

4.2 MEMBERSHIP

The clerk will:

- l) Maintain an up to date record of names, addresses and category of Governing Body members (including associate members) and their term of office.
- m) Assist the Governing Body in the induction of new governors through the issue of relevant background materials on their appointment (e.g. school development plan, schedule of meetings etc.)
- n) Maintain copies of current terms of reference and membership of committee and working parties and nominated link governors.
- o) Advise governors, the Head Teacher and, where appropriate, the appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner.
- p) Inform the Governing Body and ensure that Companies House is also informed of any such changes no later than one month after they occur via the Company Secretary.

- q) Maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors.
- r) Ensure a record of governors business interest is maintained, reviewed annually and lodged with the school.

4.3 ADVICE AND INFORMATION

The clerk will be responsible for:

- a) Advising the Governing Body on procedural issues.
- b) Where necessary seeking advice and guidance from the Governor Support Team or any other advisory board (eg. NGA).
- c) Ensuring that the new governors have a copy of the DfE “Guide to the Law” and other relevant information.
- d) Ensuring that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the Governing Body.
- e) Ensuring appropriate reviewed policies are on the school’s website.
- f) Maintaining records of Governing Body correspondence.
- g) Advise Governors of training opportunities and book appropriate courses.
- h) Induct new Governors and distribute Induction packs.
- i) Maintain and update the Governor website.
- j) Maintain regular communication with governors via the Governor website.

4.4 PROFESSIONAL DEVELOPMENT

The clerk will:

- a) Undertake other appropriate training as required.
- b) Keep up-to-date with current educational developments and legislation affecting school governance, particularly that of Academies.
- c) Clerk additional meetings for Governors, such as disciplinary, staff hearings etc.

4.5 ADDITIONAL RESPONSIBILITIES

- a) Act as Clerk to all of the committees appointed by the Governing Body and as such convene and attend their meetings.
- b) Provide minutes and agendas for committee meetings in line with procedures above for full Governing Body meetings.

5. CHILD PROTECTION / SAFEGUARDING

- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- Be observant of any loiterers and report to SMT/Manager immediately.
- To ensure that all children are collected by a nominated person as per the school’s Data Check Sheet.
- To ensure confidentiality and data protection in line with school policy.

6. OTHER DUTIES

To carry out any other duties as directed by the Head Teacher commensurate with the general level of responsibility of the post.

PERSONAL AND PROFESSIONAL CONDUCT

All employees are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standards for conduct throughout our school.

At The Deanery, we expect staff to maintain standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position.
- Having regard for the need to safeguard children's well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law.
- Having regard for school policy and practice, ethos and values.
- Maintaining high standards in their own attendance and punctuality.
- Admin staff must have an understanding of, and always act within, the role as set out in their job description.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual and specific task may not be identified, especially in the context of this busy, popular 'outstanding' school that initiates the many changes made to education. We require flexibility in all our employees.

This job is current at the date shown but, in consultation with the post holder, may be changed by the Head Teacher to reflect and anticipate changes in the job commensurate with the grade and job title.

Line Manager: Head Teacher

Lead Manager: Head Teacher/Chairman of Governing Body

September 2014