



SOUTH  
NOTTINGHAMSHIRE  
ACADEMY

**South Nottinghamshire Academy**

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Headteacher: Mr D Philpotts  
Executive Headteacher: Mrs S Dyce

### **Job Description**

Job Title:	Office Manager / Personal Assistant to Headteacher
Location:	South Nottinghamshire Academy
Hours of Work:	Full time, term time only plus 2 weeks per year. 37 hours a week.
Salary:	The Redhill Academy Trust Pay Scale, Band 9, points 41-45
Responsible to:	Headteacher / Operations Manager
Post Objective:	To provide a comprehensive, confidential PA administrative service to the Headteacher and Deputy Headteacher undertaking a variety of administrative, clerical and managerial tasks.

**This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.**

### **Main Duties and Responsibilities:**

#### **Office Manager**

- To be responsible for the efficient running of the school's main office, ensuring a professional level of service to those attending the school.
- To delegate tasks to designated staff as appropriate.
- Be responsible for the work of the office staff.
- Line management responsibilities for the office staff and ownership of administration staff performance management
- Be responsible for opening the school office and ensuring that the switchboard is operated from 8am each day.
- Be responsible for the admission to school premises of all visitors.
- Provide refreshments for visitors to the school as appropriate.
- Ensure that pupil register lists are taken to emergency meeting point in the event of a fire / other emergency which requires the school to be evacuated.
- Ensure the timely production of the school prospectus.
- To update the school website as required.
- Be responsible for ensuring that pupil data is entered on the school database and that such records are up to date and completely accurate.
- Be responsible for the distribution of all incoming mail and deliveries.

- Supervise the recording of outgoing post.
- Ensure that the office complies with GDPR.
- Be responsible for the authorising and ordering school office stationery and postage.
- Be responsible for ensuring that all general word processing – letters, forms, booklets, programmes are of the highest standard.
- Be responsible for the efficient carrying out of all general office duties, including reception, switchboard and pupil information.
- Be responsible for the management of first aid provision in school

#### PA to Headteacher

- Carry out all duties as Personal Assistant to the Headteacher including co-ordinating the Headteacher's diary.
- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Headteacher's work including management of diary, correspondence, records, databases for whole school events
- To be the first point of contact for enquiries to and communications with the Headteacher
- Ensure that the Headteacher is briefed for all meetings with relevant correspondence, documents/presentations and in the Head's absence refer matters to relevant member of Senior Leadership Team for action.
- Ownership of preparing documents for Headteacher meetings and ownership of minute taking and agendas for SLT meetings and other meetings deemed appropriate by the Headteacher
- Be responsible for the Headteacher filing including confidential teaching staff files
- To receive visitors on behalf of the Headteacher and to make appropriate arrangements for their hospitality
- Manage hospitality for meetings and events/ functions throughout the year
- Receive and appropriately deal with all incoming electronic communications to the school's general email.
- Check the school's e-mail for incoming messages and use judgement to re-direct them to appropriate people/departments. Keep 'inbox' clear of read messages.
- To keep an updated database of school Policies, ensuring they are reviewed when due by the relevant member of staff and uploaded to the Academy website
- To produce the Academy calendar and ensure that it is up to date for staff and key events and term dates are shown accurately on the website
- To update and produce the staff handbook
- To update and manage the provision of student planners
- SLT administration as required
- Manage teacher recruitment process
- Liaise with SNAPs and help coordinate events as required

### Exclusions and Admission

- Be responsible for all administration of admissions including Year 7 admission rankings and in year applications, dealing with applications when they come in in adherence with the admissions policy and Admissions Code
- Coordinate and be responsible for all administration of any appeals against admissions decisions
- Be responsible for all administration relating to permanent exclusions, liaising with parents, other schools and Governors on behalf of the Headteacher.
- Liaise with the Governing Body in arranging Governors meetings, disciplinary Panels, re-admission meetings and any other meetings as required. Carry out all necessary administrative tasks in connection with this, to include preparing appeals documentation, information regarding fixed term and permanent exclusions.

### Clerk services to Governors

- Open correspondence addressed to the Chair of Governors, including all highly confidential correspondence and in consultation with the Chair of Governors/Headteacher, take appropriate action.
- Liaison with Governing body to arrange meetings, disciplinary panels and other meetings as required
- Prepare for Governors meetings, ensuring agendas and information packs are sent in a timely manner considering legal requirements
- Attend Business Committee meetings and take ownership of minutes and other associated documentation

### Health and Safety

- Play a key role in managing health and safety within the school.
- In conjunction with the Operations Manager and Site Manager, ensure that staff and students are familiar with their responsibilities and provide appropriate training.

### General

- Attendance at staff meetings and INSET activities where relevant.
- To undertake any training considered relevant to the post.
- To uphold and actively support the school's policies and procedures.
- Due to the nature of the work, the postholder may need to carry out work outside of normal working hours.
- Undertake any other duties which might be reasonably being regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- First Aider