



# Emerson Park Academy

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## Job description

<b>Job title:</b>	Head's PA & Office Manager
<b>Pay scale</b>	SO2 – Point 26 - 28
<b>Responsible to:</b>	Head Teacher and Business Manager
<b>Hours:</b>	36 hours per week x 40 weeks per year

### Purpose of the job:

- Ensure that the headteacher is fully supported in all aspects of their work including confidential matters.
- Ensure that all administrative functions are carried out by the admin team and deadlines met and assist as and when required.
- Provide first line HR admin support to the Academy
- Carry out administrative services in relation to staff recruitment and human resources issues.

### Core Responsibilities

#### Head's PA

- Manage the headteacher's diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors and providing preparatory support.
- Open, sort and distribute headteacher's mail and advising on any urgent matters.
- Organise meetings (Director's Day) on behalf of the headteacher, including refreshments where necessary.
- Prepare agendas for head teacher's meetings, including hearings.
- Ensure that the Headteacher is briefed in advance for all meetings with relevant correspondence and documentation emailed, printed, and presented in a professional format.
- Maintain an overview of all school policies, advising the Headteacher and Business Manager when they are due for review and/or are due to be updated due to changes in legislation/guidance.
- On behalf of the Headteacher, work with the Academy's Communication Officer in liaising with outside agencies on projects involving marketing, designing, and printing school-related publications.
- Act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.
- Plan, develop, organise and monitor the administrative support services and all related systems, procedures and policies relating to the work of the Headteacher and the Academy.
- Implement and monitor administrative procedures and management information systems to ensure the provision of efficient and effective support services to the Head teacher and the

Wych Elm Road, Hornchurch, Essex RM11 3AD

Telephone: 01708 475285 | Fax: 01708 620963 | Website: [www.emersonparkacademy.org](http://www.emersonparkacademy.org)

Head Teacher: Mr Scott McGuinness BSc (Hons), PGCE, PGDip(Ed), NPQH

Academy.

- Assist in the collation and preparation of statistics, management information and reports as required by the headteacher, the Trustees, auditors, the local authority (LA), and the DfE.
- Co-ordinate the collection, entry and extraction of data required to complete statutory returns.
- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors, and other professionals.
- Provide efficient administration and secretarial assistance to the headteacher to include: - collating Director's Reports, Teaching & Support Staff Performance Management, Salary Calculators, Salary Review for Staff.
- Permanent Exclusion hearings – organise meeting and provide 'resume of events'

## Personnel/HR

- Working under guidance of the Business Manager, manage the initial recruitment process including Adverts for Academy staff.
- Liaising with the Academy appropriate bodies to organise job interviews/assessments, requesting references, room booking etc ensuring the recruitment process is organised efficiently and professionally.
- Liaising with applicants ensuring all pre- interview and pre -employment checks and identification is carried out.
- Maintain the Academy's Single Central Record ensuring information is entered in a timely manner, is correct and kept up to date for all individuals required to be recorded.
- Work with the Cover Manager to process requests for leave of absence
- Work with the Business Manager in monitoring staff sickness and absences, and provide timely reports to the Business Manager on staff absences.
- Complete Occupational Health Referral subject to the approval of the Business Manager
- Responsible for new staff recruitment process/checklist including ECTs
- Liaising with Payroll providers with regards to payroll and other HR Requirements
- Maintenance of the School Workforce Census

## Office Manager Responsibilities

- Manage and ensure that the Admin support tasks required for the Academy are assigned and carried out by the admin support team effectively and to the required deadline.
- Support staff performance management cycle.
- Deal with complaints received in relation to admin / tasks
- Read and redirect incoming emails
- Monitor concern emails making sure relevant person acknowledges email and responds as necessary in a timely manner
- Keep complaint log
- Type letters and emails for SLT, teaching staff as required.
- Organise Admin staff rotas for staff briefing at the beginning of each Academic year
- Organising student Options Evenings, Prospective Parents Evening and Prize Giving on behalf of the Academy
- Organising Academic Review Meetings for students
- Responsible for the Academy's Intranet Calendar subject to the approval of the Deputy headteacher
- Organise the Aptitude Testing for upcoming Key stage 2 pupils
- Responsible for whole Staff Handbook subject to approval by the Business Manager

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- SAR requests
- On occasion attend and take minutes of relevant staff employment-related meetings
- Act as Service User for Home Office Sponsor Management System and ensure compliance with the administration of work permit and sponsor licence requirements
- Administration for ECTs, PGCEs, SCITTs, etc
- Prepare relevant paperwork for new staff induction programmes
- Maintain Fire Registers
- Maintain records and files ensuring security of those of a confidential nature
- Good working knowledge of Microsoft packages including Excel
- Use information technology and a variety of software to provide word processing services/reports and develop, produce and maintain a variety of school information and statistical data
- Any other reasonable activities as directed by the Head Teacher or Business Manager.

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Person Specification – Head’s PA & Office Manager

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Ability to organise one’s own work, to prioritise tasks and keep to deadlines.	√		Application & interview
Ability to work independently and manage and supervise the work of the team.	√		Application & interview
Awareness of sensitive information and the need for confidentiality	√		Application & interview
Ability to be flexible and respond effectively to the ‘unexpected’	√		Application & interview
Ability to communicate and interact effectively with adults and young people	√		Application & interview
The ability to successfully promote relevant policies	√		Application & interview
Excellent ICT skills including Excel, Word, mail merge and database management.	√		Application and interview
Ability to develop and maintain good working relationships with pupils, teaching and non-teaching colleagues, parents, governors and others associated with the school	√		Application & interview
Ability to communicate effectively with different audiences, orally and in writing	√		Application & interview
<b>Knowledge</b>			
An understanding of health, safety and security issues in schools		√	Application & Interview
An understanding of school office systems, procedures and policies	√		
A background understanding of the relevant aspects of “Every Child Matters” requirements/issues	√		Application & interview
An understanding of data protection and child protection	√		Application & Interview
<b>Qualifications and Experience</b>			
ICT certification to support word processing skills, database and spreadsheet skills	√		Application & Interview
GCSE at level A-C in English and Mathematics	√		Application
NVQ Level III or equivalent qualification in administration and organisation	√		Application & Interview
A minimum of three years relevant experience in administration and organisation.	√		Application & Interview
Previous experience in computerised pay and personnel systems.	√		Application
Experience in the SIMS computerised package used in schools		√	Application & interview
Willingness and motivation to develop own skills and proficiency		√	Application & Interview

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