



**NOTRE DAME HIGH SCHOOL
JOB DESCRIPTION**

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	School Office Manager and Personal Assistant to the Headship Team
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Salary	Scale 6 Starting Salary: £30,825 p.a. pro rata Scale: £30,825 p.a. - £34,834 p.a. pro rata
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Work Pattern	37 Hours per Week / Term time plus two weeks
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Purpose of the Job	<ul style="list-style-type: none"> • To provide administrative support to the Headteacher and Headship Team • To be the primary point of contact for complaints • To fulfil the role of School Clerk to the Local Academy Committee • To ensure the smooth running of the School Office and all administrative tasks related to this function of the school. • To implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.
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Responsible To	The Headteacher
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Responsible For	School Office Administration Assistant
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Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	Medium
	Degree of Responsibility for Children	Low

Conditions of Employment	The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.
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Primary Responsibilities of the Post:**School Office Manager to include;**

- Line management of the Administration Assistant
- Provision of a full administrative function to the Headteacher and Senior Deputy Headteachers including diary management, post, receiving phone calls, responding to emails etc.
- Ensuring all school documents are kept up to date and available on the School Website
- Ensuring the School website is compliant
- Arranging programmes for visits and events liaising with other members of staff.
- Organising support for Parent's Association / Alumni etc.

PA to the Headship Team to include;

- Effective diary management
- Managing post, receiving calls, responding to emails etc.
- Meeting facilitation including minute taking when necessary
- Coordination of school events i.e., Summer Fayre
- To compile paperwork in accordance with statutory and procedure requirements in connection with school exclusions

School Clerk to Local Academy Committee to include;

- To ensure agendas and papers are available for all members in advance of meetings
- To be the point of contact for all queries relating to the remit of the LAC and its responsibilities.
- Coordinate employment Disciplinary and Grievance hearings, including attendance at meetings and producing minutes
- Ensuring that school policies are in place, kept up to date and published.

Complaints Coordinator to include;

- To be the first point of contact for complaints received into the school.
- To work with members of staff to ensure complaints are dealt with efficiently and effectively and in line with the appropriate policies and procedures.
- To keep in regular communication with the complainant so that they remain updated on the progress of their complaint.

Performance Measures:

- Effective support provided to the Headship Team.
- To fulfil responsibilities to the Local Academy Committee as advised by the Multi Academy Trust
- Complaints received into school are processed efficiently and effectively
- To ensure effective administration systems are in place for school office processes

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors.
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.