



OUR LADY OF FATIMA CATHOLIC PRIMARY SCHOOL

Winchfield Drive, Harborne, Birmingham B17 8TR
Telephone: 0121 429 2900 Fax: 0121 434 4212
enquiry@olfatima.bham.sch.uk



Archdiocese of Birmingham

Principal: Mrs C van Vliet

Senior Office Manager and Personal Assistant to Principal Job Description

36.5 hours a week, term time only, plus one week

Salary Range: Grade 4 £26,470- £33,136
Responsible to: The Principal/Academy Committee

Main Purpose of the Role

Grade 4 staff will work with a reasonable degree of autonomy and may be responsible for a number of areas of work. Staff working at Grade 4 will also be responsible for the supervision of other staff members. Staff undertaking a Grade 4 role must have specific skills and experience relative to the role being undertaken.

Main Tasks

- Act as the Personal Assistant to the Principal including dealing with highly confidential and sensitive issues
- Responsibility for all aspects of administration in the school which do not relate to teaching or supervision
- Manage and maintain the school calendar including the Principal's diary, taking further actions as required
- Ensure all policies and procedures are scheduled and regularly monitored, reviewed and activated
- Manage stock processes
- Support the Principal to market the school by showing parents and visitors around
- Liaise with governor support to provide reports for meetings, ensuring deadlines are met
- Complete statutory returns e.g. forms for DfE, DES, MAC and other public bodies
- Co-ordinate the content for school publications and liaise with external publishers as necessary
- Maintain register for annual licence reviews, SLAs and ensure renewal and, where appropriate, renegotiate
- Contract administration
- Responsibility for the monitoring of pupils' attendance; escalating concerns appropriately;
- Manage and ensure the smooth running of hospitality
- Maintain more complex pupil records (identifying and obtaining missing information where necessary)
- IT Liaison
- Manage data protection

Finance

- Assist the Finance Officer with any routine finance matters where support is needed
- Prepare of all invoices and arrange purchasing and invoicing
- System Manager on SIMs (undertake training as required)
- Responsibility for cash management
- Co-operate with all audit procedures including maintenance of full file records for audit liaison
- Negotiate, manage and monitor Service Level Agreements working closely with the MAC Business Director



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HR Duties Human Resources/Personnel

- Remain up to date with all Human Resource best practice
- Provide high quality operational advice to the Principal/ Academy Committee, by liaising with MAC HR team
- Be responsible for absence administration undertaking pupil and staff absence management procedures, including carrying out meetings with staff in line with school's absence policy after staff absences
- Manage Admissions
- Process all documentation and manage advertising, recruitment and selection process of teaching and support staff appointments
- Ensure all payroll and personnel queries are dealt with professionally and accurately
- Ensure all statutory statistical returns for the DFE, Local Authority, MAC and all other responsibility for compiling and returning statistical information as required for City Council, DFE, DES etc, termly census data, pupil movements, pupil intake, attendance records returns, transfer of pupil data is completed and maintained in a secure manner through SIMs
- Attend Academy Committee meetings as required

Staff Supervision

- Supervise, motivate and manage office staff, Before and After School Club Management and Building Site Services
- Assist with the assessment and development of their training needs

Support for the School

- Be respectful of and contribute to the Catholic ethos/work/aims of the school
- Be aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; reporting all concerns to the appropriate person
- Participate in training, other learning activities and performance development as required
- Attend and participate in meetings as required
- Any other duties commensurate with the duties/responsibilities/grade of the post as reasonably requested by the Principal

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

St Nicholas Owen Catholic Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.

The successful candidate will be required to obtain an enhanced Disclosure and Barring Service certificate.