



Manor Fields Primary School



JOB DESCRIPTION

Job title:	Office Manager and Headteacher's PA
Reports to:	Headteacher
Contract Type:	Full time, permanent
Location:	Manor Fields Primary School
Date:	February 2026

Main Purpose of the Role

The role is vital to our school's ethos and culture whether acting at the Headteacher's PA, providing administrative and clerical support to the school and providing leadership for the school's administrative staff. The post holder is the positive, professional and welcoming.

Duties and Responsibilities

Headteacher's PA

- To provide a confidential and personal secretarial service to the Headteacher
- To manage their diary, email account and filing pro-actively
- To carry out all typing requests, composing letters and correspondence
- To service meetings, produce agendas, preparing documents and distributing connected paperwork
- To liaise with pupils, staff parents and other stakeholders on behalf of the Headteacher
- To provide lunchtime cover for the Receptionist

Office Manager

- To manage the school's administration and premises staff and procedures, including performance appraisal
- To organise supply cover, producing a weekly cover table, distributing this to staff, contacting external agencies for cover staff to ensure a fully staffed school at all times
- To monitor Health and Safety and GDPR protocols in the School Office, responding to Freedom of Information requests for pupils
- In conjunction with the Headteacher, make arrangements for school evacuation, especially considering adverse weather conditions
- To oversee the publication of the school calendar and publish on the school website

- To manage the administration email account, ensuring that queries and requests from parents and external agents are responded to, forwarded to the relevant staff, and deal with any actions arising
- To arrange for secure maintenance of all pupil files, their transfer at the end of the academic year and eventual disposal according to legal requirements
- To prepare and upload the School Census 3 times a year, inputting statutory data for government funding
- Nursery Admissions – in conjunction with the HEMAT Admissions Officer. Organising school tours, communicating with families, adding new pupils to school systems, organising transition sessions and admission packs.
- Reception Admissions – in conjunction with Herts County Council and Herts & Essex Admissions Officer. Organising school tours, communicating with families, adding new pupils to school systems, organising transition sessions and admission packs.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect in line with school behaviour policy
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour

Health and Safety

- To comply with the school's Health & Safety Policy and undertake risk assessments as appropriate
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy

Safeguarding

- Be responsible for promoting and safeguarding the welfare of children and young people within the school raising any concerns about pupils, staff, or other people connected to the school following school policy, protocol, and procedures.

Wider Professional Responsibilities

- To constantly seek strategies that will bring about improvement in your practice
- To work as part of a team in the delivery of effective and pro-active administration support to the school
- Work collaboratively with others to develop effective professional relationships
- Communicate and co-operate with relevant external bodies
- Contribute to the whole school's planning activities
- Make a positive contribution to the wider life and ethos of the school

Team Working and Collaboration

- Participate in any relevant meetings/ professional development opportunities at the school, which relate to administration support to the school
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

PERSON SPECIFICATION

Qualifications

- Good numeracy and literacy skills, GCSE Grade 4 (or equivalent) in English & Mathematics
- A relevant administrative qualification (e.g. Level 2/3 in Business Administration) is desirable but not essential

Experience

- Experience in a school office or similar administrative environment is highly desirable
- Experience of clerical, secretarial and reception work
- Experience of working in a receptionist or customer service role, with a focus on delivering high-quality service

Skills and Abilities

- Strong organisational and time-management skills with the ability to prioritise tasks and manage a busy workload
- Excellent verbal and written communication skills, with the ability to interact professionally with a range of individuals including parents staff and external stakeholders
- Ability to work in a team and also able to use own initiative, the majority of the role will be undertaken without supervision
- Works pro-actively, seeking alternative solutions where necessary
- Flexible and adaptable, with the ability to remain calm and composed in busy or challenging situations
- Strong proficiency in Microsoft Office and basic IT systems, experience with school management software is an advantage

- Strong attention to detail and the ability to maintain accurate records
- Understanding of confidential and data protection requirements (GDPR) with a high level of discretion and integrity when dealing with sensitive information

Other Requirements

- A commitment to safeguarding children
- A commitment to the school's mission and vision and
- Strives for the highest possible standards at all times
- Resilient and positive and willing to go the extra mile
- A willingness to make a positive contribution to the school community

This job description is not intended to be a comprehensive definition of a post. It may be subject to modification or amendment, in consultation with the post holder, to meet the changing needs of the school.