



Job Description: Office Manager & PA to the Headteacher

Job Title: Office Manager & PA to the Headteacher

Location: Earley Springs School, Harrietsham

Contract Type: Full-time, Term Time Only – with flexibility

Job Purpose

Earley Springs is an alternative provision for children aged 5–13 with communication and interaction difficulties. We are seeking a highly organised and proactive Office Manager who will also serve as the Personal Assistant (PA) to the Headteacher. This dual-role position is pivotal in ensuring the smooth administrative running of the school, coordinating statutory documentation such as EHCPs, managing Person-Centred Annual Reviews (PCARs), liaising with external agencies, and supporting the Headteacher with confidential, strategic, and operational tasks.

Principal Duties and Responsibilities

- Office Management

There may also be occasions where the Office Manager is required to support in the classroom, particularly during staffing shortages or where continuity for individual pupils is needed. This work will be supported by the class teacher and will involve building positive relationships with the children.

- Lead the day-to-day operations of the school office, ensuring a professional, efficient, and welcoming environment for families, staff, and visitors.
- Manage and maintain all statutory and operational records, including pupil admissions, attendance, safeguarding, medical, and contact information.
- Coordinate and oversee all Education, Health and Care Plan (EHCP) administration, ensuring deadlines are met and that documents are securely stored and shared appropriately.
- Organise and manage Person-Centred Annual Reviews (PCARs) in line with the SEND Code of Practice, ensuring accurate paperwork is prepared, distributed, and followed up with the local authority and stakeholders.
- Act as the key point of liaison for external professionals and agencies including therapists, SEN officers, educational psychologists, and social care representatives.
- Ensure that documentation such as reports, parental correspondence, and policy updates are professionally formatted and distributed in line with GDPR and safeguarding expectations.



- Maintain and update the school MIS, Bromcom, ensuring accurate records for internal use, inspections, and statutory returns.
- PA to the Headteacher
- Provide high-level administrative support to the Headteacher, including managing their diary, arranging meetings, and preparing agendas and minutes. • Serve as the first point of contact for the Headteacher, handling enquiries, filtering communications, and drafting responses where appropriate.
- Prepare and format documents for governance meetings, local authority visits, and inspections, ensuring accuracy and discretion.
- Coordinate the organisation of school tours, stakeholder visits, parental meetings, and staff briefings involving the Headteacher.
- Track delegated tasks and follow-up actions from the Headteacher's meetings to ensure timely and effective outcomes.
- Uphold confidentiality, professionalism, and discretion at all times when handling sensitive information or confidential communications.

General Duties/Responsibilities for All School Staff

- Safeguarding and promoting the welfare of children is the responsibility of all staff at Earley Springs.
- Ensure that all actions are child-centred and adhere to the school's safeguarding policies and procedures.
- Follow direction from the Headteacher and Senior Leadership Team, contributing to the overall vision and ethos of the school.
- Maintain confidentiality in all aspects of work, particularly regarding pupils, families, and staff.
- Observe and adhere to school Health and Safety protocols and procedures. • Positively represent Earley Springs in the community and in professional networks.

Essential Requirements

- Significant experience in office administration, ideally within a school or SEN environment.
- Strong understanding of EHCP processes and the coordination of annual reviews. • Demonstrable experience organising meetings and acting as PA or Executive Assistant.
- Excellent IT skills, including Microsoft Office and Bromcom.
- Exceptional organisation and time management skills, with the ability to prioritise effectively.
- Strong interpersonal and communication skills, with a calm and professional manner. •

Familiarity with GDPR and safeguarding requirements in an educational setting.



Desirable

- Experience working in a special school or alternative provision.
- Knowledge of the SEND Code of Practice, particularly in relation to PCARs.
- First aid training or willingness to undertake relevant training.

Benefits

- Competitive salary based on experience and qualifications (KR scale – exact grade subject to confirmation).
- Access to ongoing training and professional development.
- A supportive, child-centred, and collaborative working environment.

Appointment Procedure

Shortlisted candidates will be invited to interview and tour the school site. All appointments are subject to:

- Enhanced DBS clearance
- Medical clearance
- Two satisfactory references

How to Apply

Please submit a completed application form to: admin@earleyspringsschool.com Please outline your experience, suitability for the role, and why you wish to be part of the Earley Springs community.

Earley Springs is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS clearance and satisfactory references.