**Job**

**Description**



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| **JOB TITLE:**  | **Administration Manager** | **GRADE: Point 23 to 25** **All Year round post** |

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| **RESPONSIBLE TO:** | **Principal** |

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| **EMPLOYEE SUPERVISION:** | **Administration staff and Apprentices** |

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| **Purpose of Post:*** The school Administration Manager will work as part of the leadership team to assist the Principal in their duty to ensure that the school meets its educational aims.
* To provide professional leadership and management of school administrative staff in partnership with teaching staff to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
* To promote the highest standards of business ethos within the administrative team to ensure the most effective use of resources in support of the schools learning objectives.
* The School Administration Manager will assist the Principal in being responsible for the financial resource management, administration, management information, human resources, facility and property management and health & safety management of the school sites.
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| **Key Areas:*** Attend extended Senior Leadership and administration meetings as required
* To lead and manage all school administration staff
* Plan and manage administrative change in accordance with the school development / strategic plan
* Organise and monitor cross site administration and communication systems
* Oversee day to day financial resource management and HR management across sites
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| **Duties and Responsibilities:****Team Leadership*** Responsive and confident leadership of the school office team across a number of sites
* Management of admin apprentices
* Ensuring accountability of office staff; fulfilling roles and working efficiently within office timelines
* Identify training and development requirements
* Conduct team and individual staff meetings, distribute minutes, follow up actions

**Administration*** Overall responsibility for ensuring the offices effective provision of administrative and organisational support to the school
* Contribute to the planning, development, organisation and implementation of new procedures and office /administration systems to meet the changing needs of the school
* Take a lead role in planning, development, design, organisation, maintenance and monitoring of record & information systems / procedures and policies
* Assist in the maintenance of all school databases including input e.g Microsoft and SIMS packages
* Ensure statutory returns are completed and submitted by set deadlines
* Work as part of the schools administration team located in the main office and carry out general administration tasks when and if necessary
* Oversee the provision of reception desk services
* Oversee the maintenance of the Single Central Register

**Organisation*** Maintain the internal and external school calendars across sites
* Deal with diary management and correspondence on behalf of the Principal
* Provide support to the Governing Body and provide / prepare paperwork for regular meetings
* Aid with organisation of events e.g. training days, open evenings, staff events
* To organise and take part in wider school activities

**Communication*** Ensure frontline enquiries from all stakeholders, whether in person or by telephone /fax or email are dealt with, taking the appropriate action swiftly and appropriately using tact and diplomacy at all times
* Ensure messages / enquiries are passed on and that suitable records are maintained, and dealt with in the strictest confidence and that information is not disclosed unnecessarily
* Produce high quality letter, posters etc. for circulation to parents
* Oversee production of newsletters to parents
* Liaise with staff, students and external agencies in a professional manner
* Establish constructive relationships and communicate with other agencies/professionals
* Attend and participate in regular meetings as required

**Finance** * Monitor agreed budget and control performance to achieve value for money and best value
* Identify and inform Principal and Strategic Business Manager of significant variances and take prompt corrective action
* Propose revisions to the budget if necessary in response to unforeseen developments
* Provide budget reports to relevant people
* Oversee ordering, processing & payment of invoices
* Ensure maintenance of site inventory
* Oversee cash handling and credit procedures within the school
* Support with month end process and submitting reports by stated deadlines.

**HR*** Provide the payroll services and contract information for all school staff
* Assist with recruitment, performance management, appraisal and development of office staff
* Ensure all staff have a clear understanding of the policies and procedures
* Seek and make use of specialist expertise in relation to HR issues

**Responsibilities*** Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Contribute to the overall ethos/work/aims of the school
* Participate in training and other learning activities and performance development as required

**General requirements*** Engage in the schools performance management system
* Work flexibly and carry out all duties in compliance with all policies
* Enhanced DBS check
* To promote and safeguard the welfare of children, young and vulnerable people that you come into contact with.
* To undertake any other duties, commensurate within the grade, at the discretion of the Principal
* Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, policies
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| **Date Job Description Revised:**  | **By whom:**  |