

Job Description

POST:	Office/ Admin Manager
RESPONSIBLE TO:	Head Teacher / Senior Leadership Team
SALARY:	Grade G SCP 11 – 17 £21,748 - £24,491 per annum, pro rata for terms time contract
LOCATION:	Woodloes Primary School
WORKING PATTERN:	<p>Full time (37 hours per week), 52 weeks pa (23 days annual leave plus entitlement to 8 bank holidays and 4 CAT trust days.</p> <p>Or:</p> <p>Full time (37 hours per week) 40 weeks pa (term time contract)</p>
DISCLOSURE LEVEL:	Enhanced DBS
KEY RELATIONSHIPS:	<p>The post has direct responsibility for the admin team, including their recruitment, performance and standards, supervision, work allocation, quality assurance and accountability for completion of agreed tasks and priorities, as agreed with SLT.</p> <p>The post has considerable indirect impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety and safeguarding) through contributing to the development of school policies and delivering a service to SLT.</p> <p>Liaison with third party site and maintenance contractors to ensure site safety and compliance</p>
MAIN PURPOSE:	<p>Responsible to the Headteacher for the organisation and management of the whole school's administration, including Health and Safety, premises management, the promotion and maintenance of a safe and healthy school environment, attendance, HR and Payroll. The post has considerable responsibility for physical resources (maintaining, replacing and improving), involving responsibility for data/ records, premises issues and ordering stocks and supplies.</p> <p>Contribute to school planning and development, manage and monitor the support service and associated staff.</p>

SPECIFIC RESPONSIBILITIES:

Planning and development:

Contribute to the school's development and involvement in change management processes. Responsible for planning, developing and implementing support systems/procedures/policies within the School Office and across the school's administrative function. This will include a key role liaising with CAT Central team and Evergreen Special school, reflecting shared campus responsibilities.

Office/Admin:

Ensure the effective management of office routines and systems, instituting changes as necessary.
Manage complex administrative procedures and enquiries/escalated complaints, be first point of contact for office staff.
Produce and respond to complex correspondence.
Administer training/supply spreadsheet
Responsible for ensuring the termly census and school workforce census are input & processed accurately and submitted in line with the expected deadlines, resolving any queries when raised, to ensure the school receives correct level of funding.
To facilitate the compilation of reporting of school data to SLT, the School Standards Committee, ELT and Trustees
Train, support, motivate and develop school admin staff in all aspects of administration systems

Finance:

Responsible for all financial administration procedures.
Supervision and support for the Finance Officer.
Reviewing monthly payroll to ensure timely and accurate payment.
Prepare costings in order that decisions on the composition of the final budget can be made.
Prepare, in liaison with the Finance Officer, Headteacher and CAT Finance, the final school budget.
Oversee control systems for recording, committing and settling invoices and all expenditure relating to the school and for receiving and recording income.
In conjunction with the Finance Officer prepare accounts for senior leaders, governors, or auditors.

Management information:

Manage all data collection and reporting – to Headteacher/SLT/SMT/CAT
Developing management information systems and the use of appropriate software, ensuring their appropriate implementation and maintenance.
Accountable for ensuring the website is compliant with national and school standards.
Ensure resources, support and training are provided to enable work colleagues to make the best use of available systems.
Act as Schools administrator for Smartlog compliance management system.

Premises:

Keep an up to date record of maintenance work carried out at the school.
Manage administration of school facilities, including lettings and publicity to maximise income.
Complete all necessary paperwork in connection with the repair and maintenance of the school premises.
Administer school licences and insurance
Liaise with CAT on major property or structural issues
Liaise with caretaking staff re: general maintenance and oversee work
Manage site security, site maintenance and the efficient operation of all facilities, including liaison with caretaking staff
Oversee purchase, repair and maintenance of furniture and fittings

HR & Payroll:

Responsible for the management of support staff (excluding TAs) – including recruitment, induction, training, performance management, welfare.
Handle personnel admin processes related to the appointment of all staff.
Manage the Personnel MIS (e.g. SIMS), produce reports and analyses as requested
Liaise with SMT/SLT/CAT over all staffing matters of an admin nature.
Manage personnel records/data/confidential information,

Be responsible for recruitment procedures from writing/publishing adverts, collating applications, requesting references, and completing all pre-employment checks for all staff
Pre-empt/initiate upcoming contract changes and make management aware of this
Process all contract changes/new starters/leavers on OP/SIMS/SCR
Write up and issue accompanying contracts/paperwork
Process monthly expenses
Managed/process Payroll and resolve queries, liaising directly with CAT
Advise/challenge/offer solutions to staffing/contract queries
Identify and raise potential HR/staffing concerns
Ensure admin processes run smoothly and are completed in timely manner
Manage SCR & DBS checks
Ensure SCR is compliant
Advise queries re: pension/maternity or forward to CAT as required.
Respond to staff queries re: pay/contracts etc.
Manage volunteer pool – ensure correct procedures/checks etc are completed and liaise with teachers
Administer student placements
Monitor staff absence and enter onto SIMS & OP and create SAS claims where applicable
Process staff childcare voucher scheme for payroll each month

General:

Oversee the admin responsibility for the promotion and marketing of the school
Assist with pupil welfare, liaising with parents, medical, welfare and other staff as appropriate.
Participate in training, learning and development activities & share expertise and skills with others.
Attend and participate in meetings as appropriate.

Support to School

Be aware of and comply with all policies relating to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of, support and ensure equal opportunities for all

Attend and participate in relevant meetings as required

Participate in training and performance development as required

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty –

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' – beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement – Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition – ambition not only for themselves but for the communities in which they live and work.

Achievement – 'letting your light shine': All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement – relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

The Trust Board sees all members of the Trust's staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other – they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

	Essential	Desirable
Qualifications	NVQ level 3 or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge & experience in a relevant discipline Minimum GCSE (or equivalent) Maths and English at grade A-C. Word processing qualifications (NVQ, CLAIT, ECDL) or equivalent knowledge/skill	
Experience, Skills and knowledge	Knowledge of specialist ICT packages, eg finance and SIMS Experience of office administration at a senior /supervisory level Experience of working in a school environment Supervisory or staff management experience & able to lead/motivate staff	
Personal Qualities	Good communication skills, oral and written Excellent organisational skills Ability to stay calm under pressure	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	