



ADMIN SUPPORT MANAGER : JOB DESCRIPTION

STOKENCHURCH Primary School & Nursery is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

JOB DETAILS

Salary:	Bucks Pay Scale 3 Point 16 (£23,152) – Point 20 (£25,043) pro rata
Hours:	Minimum 25 hours per week, Monday to Friday) Hours by arrangement with the successful candidate <i>FULL TIME will be considered for an exceptional candidate (37 hours per week)</i>
Contract type:	Permanent
Reporting to:	Headteacher
Responsible for:	Receptionists / Admin Assistants

MAIN PURPOSE

The Admin Support Manager is responsible for overseeing the daily administration of the school office including supervising administrative staff. They are also responsible for overseeing all administrative, and organisational processes within the school, maintaining confidentiality at all times. They assist with the planning and development of identified support services.

DUTIES AND RESPONSIBILITIES

ORGANISATION

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Manage the organization of parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure that a professional and welcoming reception is created for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school

LEADERSHIP

- Supervise and support Receptionists / Admin Assistants
- Train and develop administrative staff as appropriate
- Ensure that all members of the front office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally
- Support an office team that delivers and meets the needs of the school
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Report regularly to Office Manager

ADMINISTRATION

- Complete termly school census for Headteacher scrutiny and submit once finalised
- Complete annual assessment data collections for headteacher scrutiny and submit once finalised
- Manage reviews, adoption, circulation and appropriate publication of school policies

- Manage all pupil and staff photographs
- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide personal, administrative and organisational support to other staff and the governing board
- Support the school's admissions procedures in line with Bucks CC criteria
- Manage and organise completed forms from parents
- Support the induction process for new pupils
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Be responsible for buildings administration, overseeing maintenance checks and works are completed timely and arranging contractor quotes, visits and works
- Minute meetings as required

RESOURCE MANAGEMENT

- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Assist with marketing and promoting the school
- Manage office expenditure with an agreed budget
- Assist with the organisation of premises repairs under the direction of the Headteacher
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

COMPLIANCE

- Support the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance, advising the school community on data protection issues and managing any issues
- Be the health and safety officer, ensuring all areas of compliance are met

The Admin Support Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Admin Support Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher and Office Manager.