Education School Support Team

JOB TITLE: Administration Manager (Primary)

REPORTS TO: Headteacher

GRADE: Pay band 7

SUPERVISES: Administration Staff and Site Team

JOB PURPOSE:

The Administration Manager is responsible for managing a comprehensive range of administrative functions complementary to the teaching activities in the school.

KEY ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPLE RESPONSIBILITIES/DUTIES (to be drawn from the following list):

Management of staff

③ To line manage all non-teaching staff including office, support, caretaking and cleaning staff. Includes involvement in recruitment and selection, induction, appraisals, and other employment issues.

③ To oversee the personnel administration relating to the appointment and termination of all categories of staff, liaising with the Schools HR Team and Payroll as necessary.

③ To identify and manage training needs for non-teaching staff within the school, and deliver training where appropriate.

③ To advise teaching and support staff on personnel matters, liaising with the Schools HR Team as necessary.

③ To support the Headteacher in overseeing the caretaking and cleaning staff in the satisfactory achievement of maintenance and cleaning routines and resolution of operational difficulties.

③ To oversee the general welfare of staff and act as a point of assistance to staff where they are experiencing difficulties which could interfere with the effective performance of their job, drawing particular concerns to the Headteacher where necessary.

③ To undertake first line disciplinary action as directed by the Headteacher. ③ To manage staff absence and report concerns/absence figures to the Headteacher.

③ To process and record teaching and support staff salary claims, as well as supply teachers and external temporary non-teaching staff.

③ To appoint short-term contractors and ensure necessary liaison and co-ordination of all contract staff.

③ To delegate routine office procedures to appropriate staff.

③ To oversee work experience students and ensure that their time in the school provides appropriate development of practical and personal skills.

③ In liaison with the Headteacher, to be responsible for health and safety matters for staff, including risk assessments, accident book recordings etc.

③ To ensure that the administrative sector is adequately covered at all times.

③ To oversee procedural arrangements for sickness, maternity leave and other leave of absence; recording absences for all staff.

③ To liaise with teachers, educational psychologists, education welfare officers, Health Services staff, etc, in the administrative aspects of their work.

Operational Management

③ To provide a full PA service to the Headteacher, often dealing with items of a sensitive and confidential nature.

③ Overall responsibility for telephone operation, receiving visitors to the school, and answering enquiries from pupils, parents, school staff, school governors and outside agencies.

③ To oversee the completion of returns (for the Council, DfES etc).

③ To be an ambassador for the school and promote the school to viewing visitors including prospective parents, ensuring good school relations.

③ To deal with all Freedom of Information requests and to maintain/update the school's publication scheme.

③ To ensure that security procedures are upheld.

③ To attend Senior Management Team meetings and contribute to SMT policy making.

③ To liaise with the Headteacher regarding INSET days and to assist with their organisation.

③ To monitor the development and implementation of quality procedures in relation to administrative matters, to ensure the school public relations image is enhanced.

Management of school office IT systems

③ To organise and maintain the provision of IT equipment for management and office use, including the installation of all necessary upgrades to systems.

③ To manage the use of IT systems within the school office (eg SIMS, NGFS) and to provide/organise training for staff as appropriate

Financial administration

③ To prepare and monitor original and revised budgets under direction from the Headteacher.

③ To maintain financial records and budgetary-control systems.

③ Administration of the accounting systems and maintenance of all financial records.

③ To oversee the collection, checking and banking of cash (eg school dinner money, uniform sales, school trip money).

③ To order goods and services used by the school in accordance with financial regulations and standing orders.

③ To establish and maintain requisitioning procedures within the school.

③ Administration of school meals service within the school and liaison with the appropriate contractors when necessary.

Administration of pupil records

③ To complete admission registers.

③ To monitor lateness and absences and liaise with parents verbally and/or in writing when children are absent from school without prior notification/ authorisation.

③ To make Education Welfare Officer referrals as necessary.

③ To promote attendance and achievements through certificates and other methods as appropriate.

③ To prepare organisation lists of pupils (classified into classes, groups, etc).

③ To assemble information that is required in considering provision for pupils with special needs.

③ To prepare lists of pupils who need to be examined or treated by visiting Health Service staff, and to notify parents of the arrangements.

③ To arrange transfer of records for pupils leaving the school (eg Record of Achievements).

Administration of premises and supplies

③ To administer arrangements for the care and maintenance of premises and equipment (by placing orders, etc).

③ To administer arrangements for the hire of school facilities.

③ To maintain the school's inventory of equipment.

③ To order, sell and maintain stock levels of school uniform.

③ To order and maintain stock levels of stationery.

Attend meetings and training courses as required