

ADMIN MANAGER

JOB DESCRIPTION

**JOB TITLE:**  Admin Manager

**RESPONSIBLE TO:** Headteacher

**PURPOSE OF JOB:**  The Admin Manager oversees the daily administration of the school office, including the line management of three administrative staff. Reporting to the Headteacher, the Admin Manager also plays a pivotal role in supporting the Senior Leadership Team (SLT) with the smooth running of the school by setting priorities and identifying best practices and organisational efficiencies.

**SKILLS REQUIRED:**

* Ability to lead, operate, maintain and develop the administrative procedures and systems of the school.
* An ability to work with minimal supervision and direction as well as ability to multi-task, be proactive and use initiative.
* Energy and willingness to work calmly in a busy environment, as a member of a team or as an individual, with a flexible approach to work to meet changing demands.
* Able to form close working relationships with the Headteacher, Senior Leadership Team and other key personnel.
* Ability to work collaboratively with key personnel throughout the Trust.
* Ability to communicate articulately and provide excellent service to parents/carers, visitors, and external companies with a friendly manner.
* Confidential approach to all information and situations.
* Flexible and adaptable approach to working with changing priorities, providing support to others at short notice.
* Proficient in the use of Microsoft Office

**CORE DUTIES AND RESPONSIBILITIES:**

***Admissions***

* Co-ordinate all ‘in-year’ admissions for the school liaising with teachers, parents, children and external stakeholders.
* Co-ordinate all new ‘Reception’ admissions including ‘ranking’ places according to our Admissions Policy, working with senior staff to allocate children to classes, organising parent meetings and transition visits, liaising with and overseeing all communications to teachers, parents, external stakeholders and monitoring data collation and enrolment.
* Co-ordinate all new ‘Nursery’ admissions including offering places in accordance with our ratio numbers, organising parent meetings and transition visits, liaising with and overseeing all communications to teachers, parents and monitoring data collation and enrolment.
* Co-ordinate and prepare relevant documentation within agreed timelines for school admission appeals.
* Process new starters and leavers including data input onto Bromcom (data management system) and sending/receiving CTF files to and from other schools.

***Communication***

* Draft letters and communications to parents for sign off by the SLT.
* Sense check, proofread and edit all letters and communications written by staff.
* Communicate regularly to parents using Bromcom.
* Conduct a formal annual review, with regular reviews throughout the year, of the School Prospectus, liaising with the SLT and advising on updates and new information.
* Regularly check the school website to ensure information is relevant, correct and arrange updates when necessary.
* Conduct an annual Parental Questionnaire exercise including, preparing the questionnaire, monitoring responses, analysing and reporting results to SLT, and preparing the results for publishing.
* Regularly draft posts for publishing on the school Facebook page.

***School/Office and Administrative Management and Support***

* Conduct the termly school Census returns and upload to the Department for Education (DfE) site.
* Conduct ‘end of year’ processes and procedures.
* Oversee and update the school calendar (‘diary dates’), meeting regularly with the Headteacher to discuss forthcoming events and actions required.
* Oversee the Early Years Headcount and report to Bolton Council within agreed timelines.
* Co-ordinate and manage administrative workflows throughout the school, ensuring deadlines are met.
* Manage and train members of the school office, developing expertise on systems and processes.
* Identify and implement working practices.
* Delegate tasks where appropriate to the school office staff.
* Conduct annual appraisals for the school office staff.
* Organise and co-ordinate regular school statutory health checks including the annual Flu Vaccination program.

***Customer Service***

* Regular communication with parents/carers, external companies and services.
* Ability to deal with and respond to admin/office issues or complaints which may arise.

***Events/Initiatives***

* Active member of the PTA.
* Lead the organisation and co-ordination of PTA initiatives and events.
* Manage the income/expenditure for the PTA including banking money and keeping accurate accounts.
* Oversee the annual Christmas Cards for Schools initiative and any other initiatives as and when required.
* Organise Hoodies, Books and Party for our Year 6 Leavers.
* Organise and co-ordinate other initiatives as and when required.

***Software***

* Ability to use data management systems and portals.
* Ability to use an iPad.
* Ability to use general office equipment.



ADMIN MANAGER

PERSON SPECIFICATION

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|  | **Essential** | **Desirable** |
| **Experience, Qualifications and Knowledge** | * Previous experience of managing an office. * Experience of working in a pressurised environment. * Ability to work accurately and effectively. * Ability to work in an organised and methodical manner. * A sound knowledge of Microsoft (Word, Excel, PowerPoint) and a range of computer applications. * Proficient keyboard skills. * Experience of using online and social media. | * Previous experience of managing a school office. * Knowledge and understanding of media, including social media. * A thorough understanding of up-to-date safeguarding requirements and best practice. * Working knowledge of schools MIS system ‘Bromcom’ |
| **Leadership Skills and Abilities** | * Ability to lead and work with others as members of a team. * Experience of motivating and supporting others. * Handling confidential data and using an electronic database. |  |
| **Personal Qualities** | * Ability to communicate with a range of audiences including children, parents/carers, colleagues, senior leaders, Governors and visitors. * Ability to demonstrate enthusiasm and commitment to the role. * Ability to take on additional tasks as directed by leaders and colleagues as and when required. * Experience of identifying needs and setting priorities. * Ability to work under pressure. * Good interpersonal skills. * Ability to work independently and as part of a team. * Commitment to uphold the Christian Ethos and vision of the school. * Ability to work flexibly to meet deadlines and respond to unplanned situations. * Excellent time management. * Excellent record of attendance and punctuality. |  |
| **Other** | * Committed to safeguarding and promoting the welfare of children, young people, and adults at risk. * Committed to Health and Safety. * Committed to equal opportunities and inclusion. * Committed to continued professional development. * Compliance to Data Protection Act 2018 and GDPR principles/ requirements; understanding and commitment to safeguarding principals/ requirements. * Works well with people at all levels. * Have a positive attitude to personal development and training. * Methodical and organised approach to tasks, with a keen eye for attention to detail. |  |