CUMBRIA COUNTY COUNCIL

JOB PROFILE

Post Title: Administration Supervisor

Responsible To: Business Manager

Grade: 7 (BS7) £22,183 - £23,080

Main Purpose: Assist with the organisation systems within, and supervise the administrative functions of the school.

Contribute to the planning, development and monitoring of support services and management of support staff, including coordination and delegation of relevant activities

Principal Accountabilities

Organisation

* Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
* Line Management responsibilities of the administration team
* Liaise between managers/teaching staff and support staff, and hold regular team meetings with managed staff
* Provide assistance for recruitment/induction/appraisal/training/mentoring for other staff

Administration

* Take lead role in the development and maintenance of records/information systems
* Provide detailed analysis and evaluation of data and produce detailed reports/information as required
* Produce and respond to complex correspondence
* Provide organisational and complex advisory personal support to other staff
* Provide organisational and complex advisory support to the Governing Body
* Manage complex administrative procedures
* Provide assistance to the Exams Officer

Resources

* Manage, co-ordinate and allocate administrative functions within the school
* Be the lead contact for school transport including public and private transport routes and be responsible for all internal bus enquiries
* Be responsible for adequate administration resource throughout the school holiday periods
* Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
* Provide assistance in the recruitment of support staff
* Provide advice and guidance to staff and others on complex issues
* Undertake research and obtain information to inform decisions
* Take a lead role in procurement and assist with securing sponsorship/funding
* Provide support to the Business Manager in securing appropriate service contracts and records
* Assist with the management of facilities including premises, lettings and associated income.
* Be responsible for the management of expenditure within an agreed budget
* Health & Safety management

General

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Develop constructive relationships and communicate with other agencies/professionals
* Share expertise and skills with others
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others

This Job Profile forms part of the Collective Agreement signed between Cumbria

County Council, UNISON, GMB and T&GWU on the 30th March 2005

**Cumbria County Council**

**Person Specification**

***POST TITLE: Administration/Organisation Level 4***

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|  | ESSENTIAL | DESIRABLE |
| Qualification/Training/Competences | NVQ Level 4 or equivalent qualification or experience in relevant discipline  Excellent organisational skills | Evidence of further training in school-based support |
| Relevant Experience | Several years experience working in office environment at a middle manager level | Experience working in a school-based/education environment |
| Knowledge | Effective use of specialist ICT packages  Full working knowledge of relevant polices/codes of practice/legislation |  |
| Skills | Ability to organise, manage and motivate other staff  Ability to plan and develop systems  Ability to relate well to children and adults  Work constructively as part of a team, understanding school roles and responsibilities and your own position within these  Ability to self-evaluate learning needs and actively seek learning opportunities |  |
| Special Circumstances | Occasional attendance at meetings outside normal hours |  |