

Salary:	NJC Pay Scale, Grade G
Responsible to:	Headteacher, Senior Leadership Team
Responsible for:	Administrative Team, Senior Site Supervisor, IT Technician
Date of Job Description:	30/11/2023

Purpose of the Role:

In line with the strategic direction of the Senior Leadership Team; to ensure the effective performance and impact of the administrative, site and IT operations within the academy.

Main Duties and Accountabilities

Leadership of Administrative, Site and IT Operations

1. To support the Senior Leadership Team with the development of the academy's Administrative, Site and IT operations through strategically planning and developing each function to ensure it operates effectively to support the academy in achieving our aims.
2. To lead the delivery of the actions required to continually improve the functions personally and in the teams with an outward and responsive approach.
3. To regularly evaluate the success and impact of the administrative, site and IT services across the academy to identify areas for improvement.
4. To identify, record and analyse helpful data to support in evaluating the impact of the administrative, site and IT services across the academy.
5. To undertake senior administrative and operational duties including, but not limited to;
 - a. Review and creation for operational administrative policies
 - b. Assist and support with the marketing of the academy

- c. Assist and support in conjunction with the FCAT Data Lead data requests received within the academy.
- 6. Providing high level administrative and operational support to the Senior Leadership Team of the academy;
 - a. Cover management
 - b. Arranging and communicating room allocations where required.
 - c. Manage with the support of the administration team the handling of all enquiries that are received in the academy via main reception, phone, e-mail, website, school portal etc. ensuring this is conducted with an outstanding level of customer service so that enquiries are responded to or clearly escalated for response in a confidential, professional, timely, proactive, positive and supportive manner;
 - d. To support with the completion and submission of School Census Data relating to both pupil and staff records;
 - e. Management, implementation and delegation of School Management Information Systems (MIS) and procedures.
 - f. Manage, oversee and co-ordinate the administration of HR processes within the academy liaising with the Trust HR team.
 - g. To take a lead role in the operational organising of events in the academy.
 - h. Assist with the production and implementation of the school timetable.
 - i. Analyse and evaluate data and information and run reports providing information needed in a timely way;
 - j. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages;
 - k. Organise meetings and take notes in meetings;
 - l. Undertake marketing activities for the school.
- 7. Management of the administration budget and oversee the management of site and IT budgets in line with Trust financial regulations.
- 8. To oversee and provide support to the Senior Site Supervisor in health and safety compliance, risk management and site development - ensuring regular feedback and escalation of serious matters to the Headteacher who will agree the strategic plan and has overall legal responsibility.

9. To oversee and provide support to the Senior IT Technician in reviewing IT needs and service delivery - ensuring regular feedback and escalation of serious matters to the Headteacher who will agree the strategic plan and has overall legal responsibility.
10. To work closely with the Headteacher and FCAT Central Service Leads to seek specialist advice, direction and support in administrative and operational areas.
11. Investigate any near misses/accidents within the academy, ensuring the reporting of these and necessary administration are completed effectively.

Line Management

12. Line management of the administrative team, Senior Site Supervisor and Senior IT Technician and IT department within the academy. This includes
 - a. effective deployment of staff in response to operational requirements, planning for change where appropriate
 - b. maintaining oversight of the work of team members, providing recognition for hard work, effort and good performance; as well as honest and constructive feedback to support continuous development.
 - c. management of staff in accordance with FCAT HR policies and procedures e.g. attendance and performance management.
 - d. to meet regularly with colleagues to understand service requirements and support colleagues in achieving aims, completing duties and resolving issues..
 - e. responsible for the effective performance of the administration and site teams by providing both support, challenge and coaching to support development.
 - f. to lead teams in the introduction and management of new or complex processes as they arise utilising effective change management processes. .
 - g. to lead in any future recruitment required for administration, site or IT posts.

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.

- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- Support in the administering of first aid to staff and students
- To work in support of the Team FCAT Work and Wellbeing Charter.

Individuals in this role may also:

- Assist with preparing and monitoring the school's budget and financial procedures;

Person Specification

- Experience of the development, management and operation of administrative/financial systems and procedures;
- National qualifications A Levels/level 5 qualification or relevant experience;
- Experience of dealing with some issues that are more complex, requiring well developed communication skills;