

Job Description

School Administration Manager – Level 2(SAM)

Cidari Multi Academy Trust
South Shore Academy
Salary: NJC Grade G Scale 25-28
Reporting to: Head of School
Deployed by: Head of School

Prepared by:	Neil Kay	Approved by:	Laura Wright-Dixon
Prepared on:	14/04/2025	Approved on:	21/04/2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	South Shore Academy
Reviewed on:	15/04/2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the School Administration Manager

The core purpose of the School Administration Manager is to provide administrative, financial and organisational services within a Secondary Academy, under the general direction or guidance of senior staff.

B. Strategic Focus of the Role

As part of the senior leadership team, work collaboratively with the Head of School and the rest of the senior leadership team to ensure that all administration and internal procedures are in place and compliant. The postholder will help develop and maintain all administrative functions, including providing and line managing an efficient and skilled administration team.

C. Duties and Responsibilities

- Manage the administration functions in ensuring that all external communications reflect the brand, corporate image and values of the Academy and Trust. Ensuring local compliance in the Academy across a range of key areas, including GDPR, Health & Safety, and specific areas of Safeguarding such as the Single Central Record and visitor/ contractor management
- Administer and facilitate the day to day financial operations of the Academy within the policies and processes set out by the Trust.
- Manage transactional HR & payroll responsibilities within the Academy to ensure on time processing of related information.
- Assist with preparing and monitoring the Academy budgets and financial procedures





- Administering purchase and sales ledger functions
- taken to mitigate any potential risk to the integrity of the qualifications affected
- Line management of school office staff, including training and appraisals
- Analyse and evaluate data and provide reports to senior leadership team and the wider Trust.

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The School Administration Manager is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance