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| **Role** | **Grade** | **Reports to** |
| School Administrator | 6 | Headteacher |

**Main purpose of the job:**

* To oversee an effective administrative and support service to the school, developing systems and procedures and setting standards
* To operate as a local trouble-shooter, ensuring the school runs effectively in all operational areas, liaising with Trust colleagues and functional experts as needed
* To act as PA to the Senior Leadership Team in meeting the varied and changing administrative and organisational needs of the school. To work collaboratively with all staff and parents in order to support pupil wellbeing.

**Key relationships:**

Operational staff, colleagues within the Prospere Learning Trust, the Headteacher and Senior Leadership Team (SLT), teaching staff, other support staff, pupils, parents, governors, Local Authority and outside agencies.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

**People management**

Full line management of school administrators including recruitment, probationary period management, performance management, absence management and staff development

**Systems and procedures**

* To take a lead role for the design, implementation and maintenance of effective administrative support systems and procedures in order to meet the operational needs of the school
* To prioritise and organise own workload and that of other support staff to meet conflicting deadlines in consultation with the operational needs of the school
* To assist with school administrative duties including pupil records, examination invigilation (where appropriate), data analysis and pupil admissions, as part of the agreed system for the school
* To respond independently to correspondence and produce complex and confidential reports, minutes and letters to a high standard and to proof read documents as needed
* To ensure accuracy and confidentiality of information produced relating to the administration of the school and that there is compliance with data protection legislation across support operations.
* To develop record/information systems which monitor and analyse issues relating to the day-to-day running of the school
* To complete and submit complex forms, returns etc., including those submitted to the DfE, LA and outside agencies
* To operate relevant equipment and complex ICT packages to support the full range of school administrative functions
* To liaise with IT staff to ensure highly effective use of IT systems and to champion their effective use locally

**Liaison with stakeholders**

* To be responsible for the effective communication between school and parents including significant aspects of marketing and information management setting clear standards in all aspects and utilising technology to support as appropriate
* To support the Senior Leadership Team in the smooth execution of both their professional calendar and the overall school calendar

**Business support**

* To liaise with the Finance Team and be responsible for the coordination of school-based services, ordering and receipting of supplies and services
* To be responsible for administration of school cash where appropriate, including banking arrangements and safe management in line with financial regulations
* To be responsible for expenditure relating to the administration support budget including regular audit of resources within the administration function
* To liaise with onsite catering staff regarding the effective delivery of the catering service, including cashless catering system, accurate recording of free school meal students, management of student debts, hospitality service and overall service development
* To support the recruitment and selection of teaching and support staff, in line with Trust procedures
* To be responsible for ensuring all HR and employment records are detailed and up to date in line with Trust processes, supporting the development of detailed reports and complex returns as appropriate
* To be responsible for the maintenance and regular upkeep of the school’s Single Central Record and associated safeguarding processes
* To coordinate the attendance management processes of all staff by adhering to the policy and procedure
* To liaise with Estates and Facilities staff to ensure highly effective management of facilities including premises, health and safety, lettings, associated income, building and projects
* To undertake first aid training, coordinate first aid provision and monitoring throughout the school and ensure full compliance with the administration of medicines policy

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
* Attend Trust and school events as required and make a positive contribution during such events
* Attend regular meetings before and after Trust hours, including morning briefings
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** | | |
| Relevant Business Administration qualification | Desirable | Application |
| First aid certification | Desirable | Application |
| **Knowledge and Experience** | | |
| High standard of numeracy and literacy skills ensuring effective written communication and reporting | Essential | Application, Task |
| Significant experience of working in administration and managing the work of a team of administrative support staff | Essential | Application, Interview |
| Successful implementation, development and maintenance of effective administrative systems in a busy office environment | Essential | Application, Interview |
| Ability to adapt to changing workloads and to effectively prioritise own workload and to support team members to do the same | Essential | Application, Interview |
| Excellent IT skills and ability to operate various software packages and IT systems | Essential | Application, Task |
| Understanding of school leadership structures and frameworks, the role of governing bodies and relevant external agencies | Desirable | Application, Interview |
| **Behaviours and Values** | | |
| Effective staff motivation and development, including establishment of a positive performance management culture | Essential | Application, Interview |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation | Essential | Application, Interview |
| Proactive approach to tackling issues, using own initiative to trouble shoot issues independently | Essential | Application, Interview |
| To be flexible and able to adapt and prioritise appropriately | Essential | Application, Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Application, Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills | Essential | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders | Essential | Application, Interview, Student Panel |
| Able to evaluate a situation and make an informed decision | Essential | Application, Interview |
| Maintain and develop agreed quality standards | Essential | Application, Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.