



Manor Wood
Primary

Job Description – Senior School Administration Manager

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedures and Manor Wood Primary School's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

Post Title:

Senior School Administration Manager

Pay Grade:

National Joint Council scale point 26. £18.06 per hour. Pro-rata.

Post(s) to which directly responsible:

Headteacher

Purpose of post:

- To supervise and line manage the administrative staff to ensure the provision of high-quality professional, flexible, and constructive clerical administration and reception service to the school.
- To lead and manage school administration.
- Provide a range of Human Resources support to the Senior Leadership Team, such as staff sickness absence management.
- To support the Headteacher and SLT in the effective running of the school.
- To provide prompt and effective data, information and assistance to various stakeholders and outside agencies as required.

Responsibilities

Management of the School Administration Team

- To lead and quality assure the school administration team.
- To supervise and monitor day-to-day activities undertaken by the administration team.
- To be responsible for the management and administration of the Single Central Record.
- To deal with enquiries from internal and external stakeholders.
- To prioritise your own and your team's work to meet conflicting deadlines.
- To monitor work outputs against relevant standards.
- To maintain accurate records and track progress of your own work and the administration team's work.
- To manage the administrative function of the school, such as the school records, telephone triage, dealing with correspondences and arranging and servicing meetings.

Responsibilities continued:

- To improve the efficiency of school wide administration processes and communication across the site, such as Local Governing Board administration and advising the SLT as appropriate.
- To be responsible for overseeing school and nursery admissions with the Early Years Manager and Pastoral Lead.
- To manage the school diary, room allocation and meeting organisation.
- Establish constructive relationships and communicate with other agencies and professionals.
- To participate in and ensure your team undertakes appraisal, training and development activities as necessary to ensure up to date knowledge and skills.
- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.

Management of School Data

- To be responsible for the management of the school's Management Information System.
- To ensure accurate school records are maintained, including pupil records and admissions.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- Prepare information for and be responsible for the completion of publications, forms and data returns for various stakeholders, such as the DfE, Ofsted, Owlcoates MAT, the LA and other agencies.
- To provide detailed analysis and evaluation of data, including pupil data, and produce reports and information as required.
- To communicate effectively with internal and external stakeholders in relation to work undertaken, including sensitive and complex information.
- To actively lead on GDPR across school, in conjunction with the Data Protection Officer, to act as the data processor and ensure training is delivered across school. Responsible for ensuring all practice adheres to data protection laws.

Management of School Premises and Lettings

- To manage the use of school premises and ensure the smooth operation of school lettings.
- In partnership with the Owlcoates Facilities and Estates Manager, ensure efficient premises strategies are in place to ensure a safe environment that meets the needs of the school.
- To ensure routine and planned tasks are being carried out effectively by the Site Superintendent.

Responsibilities continued:

- To be responsible for co-ordinating and overseeing routine maintenance work in partnership with the Site Superintendent, and liaising with the OMAT Facilities and Estates Manager, and ensuring any works carried out follow the relevant risk assessments and safer working practice policies and procedures.
- Co-ordinate the implementation of premises priorities within the School Development Plan and the Estates Development Plan.
- To ensure safe operation of school premises, including managing emergency, fire safety and health and safety procedures.

Safeguarding

- Advise and lead on policies and procedures that ensure safer working practice is embedded across the school.
- To be responsible for the school's Single Central Record.

Management of Staff

- To undertake induction, appraisal and mentoring of managed staff, as required.
- To work in partnership with the Trust Administration Manager to undertake administrative duties pertaining to the recruitment of staff.
- To manage some aspects of recruitment administration, such as DBS check applications, in partnership with the Trust Administration Manager.
- To be responsible for personnel administration, including the accurate completion of documents relating to staff employment and variation to employment contracts, timesheets and maintenance of confidential staff records.
- To be responsible for the management of all aspects of staff attendance, including maintaining and monitoring staff absence records and follow policy and procedure to manage staff attendance, including carrying out meetings and keeping records, monitoring sickness and liaising with HR in relation to attendance.
- Management of staff attendance records and provide reports which support the Headteacher to monitor absence.
- Liaising with external HR advisors around employment issues, where appropriate.

Supporting the Senior Leadership Team

- To work with the Senior Leadership Team to ensure the effective induction of new staff.
- To assist in the training of new administration team members.
- To undertake and complete relevant personal and professional training commensurate with the role.
- To lead on appraisal of administration and non-teaching staff and to work with others to help improve work organisation and effectiveness.
- To ensure the school makes the best possible use of resources through effective forward planning on the non-teaching activity of the school.
- Work with the Headteacher to maintain and develop links with other schools and settings.
- To assist with the development of school policies and procedures, as appropriate.

Responsibilities continued:

Financial Monitoring

- To carry out routine financial transactions following financial regulations. Inputting orders onto the Trust finance system, regularly reviewing school income via the School Money system and managing and accounting for any purchasing card expenditure.
- To ensure value for money principles, and best value procedures, are followed in line with the Owlcoates MAT financial procedures and policy.
- To be responsible for compliance with Owlcoates MAT financial regulations, ensuring the integrity of the school's financial management and the smooth operation of the day-to-day financial operations; and that income and expenditure is managed accordingly.
- To ensure effective monitoring and processing of all financial transactions including ordering of supplies and services management of invoices, and coding of expenditure.
- To work in partnership with the Owlcoates MAT finance team to manage procurement.
- To liaise with key members of the Owlcoates MAT finance team to secure grant funding.
- Preparation and maintenance of a range of reports and records as required by the Headteacher and Governing Body.
- Implementing the insurances required and handling any claims arising.
- Management of existing school lettings and seeking new partnerships.
- Ensure all policies and practice adhere to the legal financial regulations.
- Manage the school asset inventory and implement loss prevention strategies and asset replacement programmes in the school to reduce costs.

Other Duties:

- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake any other duties that are commensurate with the post.

Job Description Prepared/Reviewed by: Joe Wilson, 26/06/2024

Job Description Approved by: Kate Humphries, 26/06/2024

Relationships:

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues, and other members of staff, parent/carer(s) and other external stakeholders.

Physical Conditions:

This post is currently based at Manor Wood Primary School.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

Manor Wood Primary School has access via the ground floor.

This post is subject to an enhanced Disclosure and Barring Service check.

Manor Wood Primary School operates a non-smoking policy.

Economic Conditions:

Grade: National Joint Council scale point 26. £18.06 per hour. Pro-rata.

Nature of appointment: Permanent appointment, subject to a 6-month probationary period.

Annual Leave: Term-time only roles do not have contractual entitlement to annual leave.

Hours: The post is 37 hours per week, Monday – Friday, with the option for additional hours by agreement. Term-time only working, plus 10 extra working days at the school's discretion.

Conditions of Service: NJC conditions apply.

Prospects:

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Manor Wood Primary School encourages training both "in-house" and external to meet the needs of the individual and of the service.

Qualifications:

Essential: GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent).

Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Good level of written, oral and communication skills.			A/I
Able to communicate effectively with a wide range of people including sensitive and complex information.			A/I
Able to produce and present reports and data.			A/I
Able to establish and maintain accurate records using both manual and electronic systems.			A/I
Able to accurately enter/retrieve data information from information systems.			A/I
Able to contribute to the improvement of the service including processes and procedures.			A/I
Able to prioritise own and team's work to meet conflicting deadlines.			A/I

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge of general office procedures and practice.			A/I
Knowledge of relevant financial regulations to carry out financial transactions.			A/I
GCSE in English and Maths (Grade C or above, or equivalent).			A/I
NVQ Level 3 or equivalent.			A/I

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with more complex queries from a wide range of people.			A/I
Experience of working in partnership with others to deliver work to set deadlines.			A/I
Experience of providing customer focussed services.			A/I
Experience of supervising and developing staff.			A/I
Experience of participating in teams and working on own initiative.			A/I
Experience in the use of the Microsoft package.			A/I
Experience of extracting and analysing data from information databases.			A/I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcotes Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A/I
Willing to carry out all duties having regard to an employee's responsibility under Owlcotes Multi-Academy Trust and Manor Wood Primary School's Health and Safety Policies.			A/I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives.			A/I
An ability to respect sensitive and confidential work.			A/I
Commitment to own personal development and learning.			A/I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**