



Thames Learning Trust
Phoenix Infant Academy
Administration Manager



Responsible to:	Principal
Salary	Level 5 (13-23)
Hours	37 hours per week, Term Time Only, plus 5 Inset Days

Main purpose of the job

Effectively lead and manage the provision of high standard of administrative and management support, in order to assist in the smooth running of Phoenix infant Academy.

Manage academic information on the school's database (SIMS), ensuring all statistical and statutory returns are submitted according to deadlines.

Contribute to the planning, development and monitoring of administration services and management of administrative staff, including coordination and delegation of relevant tasks.

Main Areas of Accountability

Administration and Resources

- Ensure that an excellent and consistent administrative support is delivered, including the development and maintenance of efficient and effective office management systems.
- To establish and continually review the administration processes and procedures such as central filing, standards for answering the telephone, dealing with emails and correspondence is dealt with to a consistently high standard.
- Establish and maintain a business-like office environment that promotes a positive image for the school.
- Ensure that procedures and training are in place so that all visitors to the school are greeted and cared for in timely, friendly and efficient manner.
- Manage the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary in an expected time period
- Book training courses as required and maintaining a training log
- To update and maintain school website as required.
- Overseeing the pupil attendance procedure in line with agreed timescales working with SLT and team on continuous improvement

- Be responsible for Systems Manager (Setting up users and changes access as required in SIMS), in touch and other office communication functions including whole school text messages
- Ensure that SIMS is both accurate and up to date, and that confidentiality of data is maintained at all times.
- Ensure that statutory reports and returns to the DfE are completed in an accurate and timely manner (free school meals).
- Completion of School Census and Statutory Returns
- Manage school facing aspect of Parent Pay, including setting up new records for pupils, payment items as and when required and removing leavers.
- Manage Parent Pay for Afterschool Clubs.
- Manage and oversee the parents evening process using the chosen technology
- Oversee and organise the management of admissions procedures in line with the Local Authority, reporting pupil spaces and updates on admissions.
- Manage the admission process for Reception and the Year 2 leavers process working with the designated member of SLT. Dealing with the in-year admissions as and when required.
- Report staff absences to Human Resources and deal with daily and short-term agency absences.
- Dealing with Recruitment agencies ensuring full vetting is received prior to agency staff commencing placement at the school and Authorising timesheets for Agency Staff
- Ensure regular communication between the school and parents are forthcoming and informative
- Manage the extended school clubs
- Raising purchase orders in line with the Trust's procedures, authorising invoices as required.
- Managing supplies for First Aid and Stationery for the administration function
- Manage the Shred it process throughout the school ensuring that certificates are recorded in line with the procedure
- Ensure that the Administration department adhere to GDPR regulations at all times
- Oversee the reprographics for the school ensuring the Administration Team share responsibilities

Line Management

- Line manage administrative staff and lunchtime leaders in the Trust, ensuring a timely, effective and efficient administrative service is provided at all times.
- Carry out performance management reviews with all team members on a regular basis, identifying training and development needs, in accordance with the Support Staff Performance Management Policy.
- Hold regular team meetings with administrative staff to ensure that there is planned communication, the team are kept fully informed of developments within the school and the team are aware of the current needs and priorities of the school at all times.
- Monitor and review individual workloads within the team, being aware of deadlines, standards to be achieved and individual strengths.

General

- To undertake ad hoc projects as and when required.
- Undertake other duties as directed by Line Manager.
- Provide a level of first aid cover for pupils
- Undertake training required to develop in the role where applicable
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy

Other

The list of duties in this job description is neither exclusive nor exhaustive. There will be other duties and responsibilities associated with the role and, in addition, as a term of your employment you may be required to undertake various other duties as reasonably requested.

Confidentiality

During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Safeguarding Children & Health and Safety

Thames Learning Trust is committed to adhering to the DCSF guidance "Safeguarding Children and Safer Recruitment in Education" (January 07). It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory enhanced DBS clearance is required for this post. You are required to comply with the school's Health and Safety policy at all times.