

Role Profile

School Administration Manager 2 (SAM2)

Scale

NJC Scale Point 25-28 Grade G (Blackpool)

Based at

St George's School, A Church of England Academy

Reporting to

Headteacher

Other key relationships

Trust Business Leader

Office Team

Parents, Carers and Guardians

Site Supervisor

Wider Academy Team

Trust Business Support Officer

Trust Finance Officer

Purpose of the role

To provide administrative, financial and organisational services within a Secondary Academy, under the general direction or guidance of senior staff.

Personal Qualities & Experience

The School Administration Manager understands the context of this management position within an Academy Environment and the example they must set, not only to those they manage, but to others within the Academy. They model behaviour and maintain high standards in ensuring compliance and effectiveness both in their own duties and those staff for which they are responsible. The School Administration Manager recognises their own strengths and areas of expertise and uses these to advise and support others. The individual in this role has a high level of self motivation and the ability to analyse and evaluate data and provide reports to senior management and other colleagues. The School Administration Manager understands the need to maintain confidentiality and the critical areas GDPR and Safeguarding, and has specific responsibilities and accountability to these within their role.

The School Administration Manager has previous experience of development, management and operation of administrative/financial systems and procedures. This will include experience of dealing with some complex issues, requiring well developed communication skills.

Administration and Business Support

Reporting to the Headteacher, the School Administration Manager will manage all aspects of day to day academy administration. This will include management of the school office, its staff, and all associated services that are provided to both internal and external stakeholders. With advice and guidance from the Trust Business Leader, and within a framework of developed policies and procedures, the School Administration Manager is responsible for 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. As Manager of the administration function the School Administration Manager will follow and identify ways to improve best practice, making recommendations and suggestions to the Headteacher and Trust Business Leader.

Examples of tasks in this area could include

- Organise arrangements and provide support for Academy visits, meetings and events including (but not limited to) parents evenings, open mornings and public events.
- To assist in the organisation of examinations, including liaising with the relevant Examinations Boards and checking examination papers, and arranging invigilation as and when necessary.
- To provide short term support to the wider business administration function when needed, up to commensurate level both locally and within the Trust
- To work with appropriate personnel in the management and administration of school facilities and buildings to ensure health and safety compliance is managed appropriately.

Finance

Under the guidance of the Trust Business Leader, the School Administration Manager will administer and facilitate the day to day financial operations of the Academy within the policies and processes set out by the Trust. They will follow procedures to ensure compliance, and work closely with the TBL to ensure appropriate financial support is provided to the Headteacher.

Examples of tasks in this area could include:

- Assisting with preparing and monitoring the Academy budget and financial procedures
- Supporting the procurement and monitoring of goods and services
- Managing the administration budget
- Administering purchase and sales ledger functions.

Human Resources & Payroll

Under the guidance of the Trust Business Leader, the School Administration Manager will manage transactional HR & payroll responsibilities within the Academy to ensure on time processing of related information. They will provide accurate reporting to the Headteacher and TBL when requested to inform strategic decision making.

Examples of tasks in this area could include:

- Process forms, returns, payroll etc., including but not limited to overtime claim forms
- Undertaking personnel administration, such as payroll and DBS/ISA checks, ensuring relevant forms are sent to the Business Support Officer
- Assisting in the coordination and organisation of teaching cover as and when necessary.

Communication

The School Administration Manager will manage the administration functions in ensuring that all external communications reflect the brand, corporate image and values of the Academy and Trust. With the Headteacher, they will quality assure all communications and work with the Trust Business Leader to support the marketing and promotional strategy for the Academy.

Examples of tasks in this area could include:

- To assist in the preparation of specific material on behalf of the Head Teacher e.g. school newsletter, school prospectus etc.
- To administer the academies website ensuring it is up to date and compliant.

Whilst the accountability for the areas above resides with this role, in some settings the responsibility for delivering some tasks may be delegated to others.

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

- Effective communication and engagement with children, young people, parents and carers
Child and young person development
- Safeguarding and promoting the welfare of the child
- Supporting transitions
- Multi-agency working
- Sharing information

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.