



HEATHSIDE
WEYBRIDGE

Heathside Weybridge Job Description

Job Title	Administration Manager	Grade	ELM8
Department	Administration	Hours	36 hours per week Monday to Friday
Reports To	Head of School	Weeks	39.4 Weeks

JOB PURPOSE

To oversee all school support staff and manage day to day administrative functions, acting as central point of contact with the Trust Central team ensuring effective communication, trip administration and first aid provision.

MAIN DUTIES AND RESPONSIBILITIES

Support Staff/Administration Leadership

- Overseeing school support staff; work with line managers and HR to plan and organise recruitment, coordinate induction and INSET training and manage attendance.
- Administer TES Develop for starters and leavers.
- Oversee the administration of flu jab vouchers and other wellbeing initiatives.
- Organise training and development opportunities for support staff and maintain training records on SIMS working with the Cover Coordinator and Finance Team
- Support with the development and implementation of efficient and effective administrative procedures and systems, leading staff training as necessary to ensure an effective implementation of new administrative systems.
- Ensure timely, cohesive and clear communications to parents and staff, maintaining content on the school website where required.
- Oversight of first aid provision, ensuring training of first aid staff and liaising with departments, student services, SEND and Catering with regards to supporting with student health plans.
- Approving absence and additional hours requests for support staff, ensuring consistent application of special leave policies and assisting with the roll-out of cloud-based software to minimise the use of paper forms. Monitoring support staff absence levels and liaising with HR in accordance with the Trust Attendance Management Policy
- Provide quality assurance of the school website, ensuring compliance with statutory guidance.
- Ensure School Policies are reviewed by the relevant School Leader by the appropriate date.
- To support the CPD coordinator to update the staff handbook ready to issue to new staff for the start of each Academic Year.
- To support the Cover Coordinator with room bookings and cover requests in the afternoons
- To support SLT with planning the school calendar

Line Management:

- Overseeing reception, the line management of the school office team and trip admin assistant ensuring effective communication and an efficient response to all enquiries, liaising with Pastoral, Admissions and central Trust Teams as required. Ensuring visitors and parents receive a warm and friendly welcome.
- With the support of our Trip Admin Assistant overseeing organisation for school trips, activities, school photos, equipment sales and locker rentals.
- Undertake appraisals and probation reviews for directly line managed staff identifying training and development opportunities, setting and monitoring appropriate targets, addressing performance and issues raised in accordance with Trust HR policies.
- Assist in the recruitment and induction of administrative staff liaising with central HR Team and school leaders
- Manage the attendance of front office staff, conducting return to work interviews and advising where referral to occupational health may be required.
- Process, input and extract information and statistics from the school's MIS system for appraisal, cover and absence, preparing reports for SLT.

Other Duties:

- Attend school events as required and assist with the planning of whole school events by ensuring all resourcing requirements are in place i.e. staffing, rooming etc. by liaising with the Cover Coordinator. This includes supporting in the preparation for public exams and supporting the exams teams with the invigilator rota

- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures
- Undertake first aid training and responsibilities as required.
- Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act.
- Take responsibility for your own well-being.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
- Carry out all duties and/or times of work as required and not in accordance with the grade and general level of responsibility within the school.

Generic Duties relevant to all members of staff

- All staff are expected to be committed to support the trust ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust your role will be based at Heathside Weybridge. However, with consultation, you may be asked to work at other academies within the Trust or partner schools.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. This includes following the procedures as laid out in the Trust's Acceptable Use of ICT Policy.
- Employees are required to work in compliance with the Trust's Health & Safety Policies and the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust. This means attending training and observing relevant procedures documented in policies, recognised guidance and Risk Assessments.
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

The job description and person specification are current at the date issued. The duties, responsibilities and accountabilities highlighted are indicative and may vary over time at the discretion of the Trust, in consultation with you, to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post. This job description is an integral part of the Appraisal and line management process.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience Experience in administration and line management of staff Experience of working in an educational environment Working with people at all levels both internally and externally Experience in formulating & implementing policies procedures and creating new systems and processes to develop efficiency	E E E	D	App/Int App/Int App/Int App/Int
Skills, knowledge and abilities Knowledge of a range of school policies and procedures including HR policies and willingness to keep knowledge up to date Excellent ICT skills including Word, Outlook, PowerPoint and Excel Effective written and oral communication and presentation skills Effective time management and organisational skills Ability to follow instructions and give advice Meticulous attention to detail, maintaining a high level of accuracy Ability to work on own initiative and under pressure to tight deadlines Ability to analyse, present and interpret data Ability to learn new skills and processes quickly	E E E E E E E		App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int
Qualifications and Training Good standard of education Further or higher education qualifications relevant to post First Aid at work or appointed persons current qualification	E	D D	App App App
Personal attributes Good interpersonal, presentation and communication skills, able to relate well and build good relationships with young people Responsible, calm, confident, professional and able to deal effectively with staff at all levels, providing challenge when appropriate Flexible, efficient, solution focussed and highly organised Sensitivity, diplomacy, integrity and awareness of confidentiality Resilient and self-motivated with a commitment to continued improvement and personal development Ability to work without supervision and a team player, able to motivate a team, delegate duties whilst promoting equality of opportunity, participation and diversity.	E E E E		Int/Ref App/Int App/Int Int/Ref Int App/Int/Ref
App = Application Int = Interview/Test Ref = Reference			

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	