



**Sidney Stringer**  
**Primary**



**Sidney Stringer**  
**Multi Academy Trust**

# Information Pack

## **Admin Manager (Grade 4)**

**Required as soon as possible**







# Sidney Stringer Primary

Sidney Stringer Primary Academy opened in September 2015 with two forms of entry for reception children. It is part of the Sidney Stringer Multi Academy Trust, which includes Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy and Sidney Stringer. All schools are working together with the ambition of becoming outstanding.

Sidney Stringer Primary now has 210 children across Reception, Year 1, 2 & 3. The school will expand by two forms of entry every year until full in 2021 with a capacity of 420 children.

We had our first full Ofsted inspection in April 2018 and we are proud to have been graded Outstanding across all areas. We have had excellent feedback from parents and we are establishing a good reputation within the community.

Our ambition from the start has been to provide the same high quality outstanding education that the secondary school offers and for staff in the two schools to work closely together. Many of our services are centralised and there is a strong working partnership between the two schools.

We also work closely with schools within our MAT.

We have a brand new building and have high quality new resources and equipment, and state of the art technology, which we use to ensure that all our children make outstanding progress

The school is very well led by the head Teacher and she has established a strong and effective team of teachers and Learning Support Assistants.



# What are we looking for?

You will be the first point of contact for all visitors to the Primary Academy. You will provide a warm welcome and ensure that all visitors are signed in and are clear about where they need to go. We are looking for someone who is friendly, calm, organised, assertive and able to work independently.

You will manage the school office which consists of an existing admin assistant with a second admin assistant currently being recruited. You will line manage both these positions. You will also, work closely with staff at Sidney Stringer Academy liaising with both finance and administrative staff. You will need initiative and be able to manage your own workload.

You will need to work closely with the Head teacher carrying out administrative duties and supporting as required.

Our Primary school offers before and after school care and part of your role will be the administration of this provision.

You will work closely with the cleaning supervisor coordinating and facilitating cleaning and lunchtime staff.



## Fantastic opportunity

This is a really exciting time to join a school that has already established itself as a high quality provider and where there are many professional development opportunities on offer as the school continues to grow.





# Why work at Sidney Stringer Multi Academy Trust?

**There are many benefits to staff  
working at Sidney Stringer**

- 100% attendance - 1 day off following year
- Staff Development- High quality programme and subsidies for Master's degree courses
- iPads for teaching staff and class sets for lessons
- Free tea and coffee



- Social committee with subsidised events
- Occupational health and counselling support



- Cycle Scheme
- Childcare voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



## **JOB DESCRIPTION – Admin Manager**

Sidney Stringer Primary is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Head teacher

Hours: 8.00 am to 4.00 pm  
Term time plus 10 days

### **Job Purpose**

1. To ensure the efficient operation of the administrative function and systems within the school.
2. To ensure confidentiality is maintained at all times.
3. To line manage the admin assistants.

### **Main Roles and Responsibilities**

#### Finance

- Obtain quotes from suppliers with a view to purchasing services or equipment for the school.
- Process and record financial transactions using appropriate budgetary codes.
- Raise orders, receive and record deliveries, ensuring the correct person is contacted when goods arrive.
- Process invoices for goods and services provided and deal with enquiries as directed by the Head Teacher.
- Chase orders, request copy invoices etc, as requested
- Contact suppliers regarding damage, deficiencies or discrepancies and arrange for return items.
- To carry out financial procedures regarding handling and recording cash and cheque transaction, such as collating and reconciling uniform payments, trip money and other ad hoc collections and placing orders on the system.
- Responsibility for purchasing and issuing of uniform. Ensuring sufficient stock maintained and completing parent transactions in purchasing uniform.
- Lead on ordering and receipt of milk and fruit. Maintain milk register ensuring free milk for under-fives and purchasing milk as required for over fives.
- Ensure that all eligible families are claiming benefits so the school receives the PPG funding and manage this in relation to liaising with staff and maintaining pupil records.
- Attend MAT Business Manager meetings.
- Responsibility for and administration of parent pay – setting up new accounts, registering trips and payments on the system, ensuring trip cost effective.
- Responsibility for booking transport for trips with competitive quotes.

#### School Records

Ensure the following children's records are kept up to date:

- Issue UPN's, requesting when necessary from other schools.
- Update individual records when required.
- Transfer pupils at the end of each year and put new in year pupils on the database, including Reception children, at the beginning of every year.
- Responsible for new admissions into school, checking correct birth dates.

- Keep medical records up to date and easily accessible. Enter emergency contact data and keep updated.
- Produce class lists at the beginning of the year and ensure copies are available to staff.
- Responsible for In year allocations submitted to Coventry weekly. Update roll numbers and pre admissions
- Ensuring information from data locker and the LA is kept up to date and dealt with in a timely manner.

#### Common Transfer File:

- Ensure data is sent electronically to receiving schools within statutory deadline of 15 days.
- Download incoming files and ensure they are appropriately inputted to STAR.
- Liaise with teaching staff to ensure data on children is up to date.
- Request records from transferring schools and ensure teaching staff receive information.

#### Attendance

Carry out the following tasks in relation to pupil attendance records:

- Responsibility to ensure attendance recorded correctly.
- Print the class registers.
- Input data from registers to check and record attendance.
- Update pupil absences with the reasons for them not being at school and liaise with learning mentor.
- First day calling for any absent children.
- Keep Head teacher informed of absences and chase up absences that have not been notified.
- Liaise with the class teacher regarding unauthorised absences and write to parents when necessary.
- Each half term, produce an official register of attendance for teaching staff.
- Liaise with EWO as appropriate regarding unauthorised absence

Input assessment data for Baseline, KS1 and KS2 when required and in the given time. Print the relevant forms and reports. Liaise with assessment co-ordinator to ensure data is correct. Ensure that data is returned to the Information Team using the appropriate website within the required deadline.

Ensure the following staff records are kept up to date:

- Add new staff to the database including setting-up contracts.
- Update general information regarding staff when necessary.
- Ensure staff telephone numbers, addresses and emergency contacts are updated each year and available in the office.
- Organise bookings of supply teachers and manage staff requests for absence.
- Organise internal placing of work placements and be responsible for students liaising with outside agencies and internal staff as required.

#### Health and Safety

- Liaise with Trust Business director about H&S updates and ensure policies and procedures are adhered to.

- Carry out duties placed on staff by Health and Safety legislation. Attend H&S meetings and maintain the register of any accidents.
- Liaise with catering company and maintain allergy information for all children, ensuring all staff are kept up to date with any changes.
- Ensure fire registers up to date daily and regularly review fire evacuation procedure with Trust Business director.
- Attend H&S meetings.
- Liaise with facilities manager and site services regarding systems, repairs and maintenance.

### Communication

- Responsibility for communication including website, twitter and production of newsletters.
- Promote, administer and maintain 'My Ed' parental communication system.

### Management

- Line management responsibility for Admin Assistants.

## **General Duties**

- To act as first point of contact for general parent, pupil and visitor enquiries both in person and via the telephone, providing a proactive service which pre-empts the needs of others.
- Respond to correspondence from both standardised and non-standardised information, e.g. acknowledgements, requests for information.
- Assist with the administrative preparation and drafting of reports to the School Governing Body and for other agencies as required.
- File documentations, after familiarisation with filing systems, in accordance with file location.
- To produce and process routine school documentation and letters to parents.
- Open, sort and distribute incoming post and ensure despatch of outgoing post.
- Produce a range of documents from a variety of sources, using various software packages. (e.g. Excel, Publisher and Word)
- Organising and providing refreshments for meetings.
- Provide information and complete returns to the school management and academy as required.
- Be prepared to undertake professional development and training including whole school inset.
- Ensure fire systems are up to date daily and regularly review fire evacuation procedure with Trust Business director.
- Responsibility for communication including website, twitter and production of newsletters
- To carry out general office duties, such as photocopying, laminating, binding, filing etc.
- Line manage dining hall assistants and liaise as appropriate with cleaning supervisor to ensure school is kept clean and tidy.

## **Welfare**

- To carry out minor first aid, administer authorised medicines and contact parents as necessary
- To be aware of, and follow, the school's child protection policy ensuring children are safeguarded

## **Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role
- To adhere to published school policies and procedures
- To attend regular meetings with line manager

Any other tasks as directed by the Head which fall within the range of the post.

## **Conduct**

- To act in a professional and confidential manner with all school information
- To work co-operatively with others and to show commitment, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team
- To promote the image of the school in all contact with the local and wider community

## **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

## **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.



## Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

## Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

## Training and Development

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.*

## PERSONNEL SPECIFICATION

ATTRIBUTES	REQUIREMENTS
<b>SKILLS &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"><li>▪ Operate switchboard/telephone system</li><li>▪ Communicate confidently and effectively with staff students, parents and external bodies to give and receive information in a courteous effective manner using different mediums. i.e. telephone, in person, email or messages</li><li>▪ Able to resolve queries/ filter callers and use judgement to problem solve when appropriate or refer to appropriate individual or department.</li><li>▪ Use computer systems to record information and generate reports.</li><li>▪ Follow and adhere to recognised procedures</li></ul>

	<ul style="list-style-type: none"> <li>▪ Sort, identify and clarify and file accurately in alphabetical, numeric or subject order</li> <li>▪ Operate Office equipment such as photocopier, fax machine</li> <li>▪ Good numeracy and literacy skills.</li> <li>▪ Basic knowledge of first aid.</li> <li>▪ Knowledge of school management information system, SIMS.</li> </ul>
<b>ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Able to problem solve and demonstrate flexibility</li> <li>▪ Stay calm in the presence of irate visitors</li> <li>▪ Cope with interruptions and use initiative</li> <li>▪ Handle multiple tasks in a calm systematic manner</li> <li>▪ Understanding of the needs of children.</li> <li>▪ Able to prioritise and organise workload to meet deadlines and remain calm under pressure.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Experience of clerical and administrative work.</li> <li>▪ Experience of working in school.</li> <li>▪ Experience with children.</li> </ul>
<b>EDUCATIONAL ACHIEVMENTS</b>	<ul style="list-style-type: none"> <li>▪ RSA typing skills or equivalent</li> <li>▪ Maths and English GCSE or equivalent.</li> </ul>

***All employees of Sidney Stringer Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.***

## **Admin Manager**

Grade 4 - £16,545 - £19,222 pa (actual salary)

Monday to Thursday - 8.00am to 4.00pm

Friday – 8.00am – 3.30pm

*Term time only plus 10 days*

Required as soon as possible

We are looking for an organised, enthusiastic, flexible and highly competent Administrative Manager to manage the school office with a real passion for delivering our ethos and continuing to grow our new school.

This is a fantastic opportunity to be part of a growing new school with many opportunities to develop the role.

### **How to apply**

For further details, an application form, and to apply, please visit our website:

**[sidneystringerprimary.org.uk](http://sidneystringerprimary.org.uk)** – Vacancies page

Please return completed application forms to Ghausia Bhatti (Admin Assistant) -  
[gbhatti.staff@sidneystringeracademy.org.uk](mailto:gbhatti.staff@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

**Closing date : Friday 21 September 2018 at 12 noon**

Interview date: to be confirmed

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*

