



*Welcome to Colne Valley High School where we are currently looking to appoint a new Administration Services Manager. This is an exciting time to join the Colne Valley Journey.*

*At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.*



# **Administration Services Manager**

CANDIDATE INFORMATION PACK

## ► Welcome

Dear Colleague

I am delighted that you are considering the position of Administration Services Manager at Colne Valley High School.

We are seeking to recruit an Administration Services Manager for our secondary school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team.

I am excited to start my role as Principal at Colne Valley High School and I am keen to build a highly effective, wider team in order to make further improvements and secure excellent progress for all of our students.

I strongly believe Colne Valley High School has an inspirational, positive, caring, and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at Colne Valley High School strives to 'achieve excellence together' and this role is integral to fulfilling the school's vision and supporting the shared RITA values.

We look forward to reading your application, best of luck to all.

Yours sincerely

Ms. Kate Smith

Principal



## ► Overview of the Position

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating staff at all levels.



## **JOB DESCRIPTION: ADMINISTRATION MANAGER**

**Section:** Administration

**Responsible to:** Deputy Principal

**Responsible for:** Managing Administration, comprising:  
Exams and Cover Officer, Reprographics Officer, Receptionist, Office Manager, Pastoral Officer, Admin Assistant

**Salary Grade:**

### **PURPOSE OF THE POST:**

To lead and manage the administrative work of the team and to ensure operational efficiency across the school.

### **KEY AREAS:**

- 1 Management and Supervision
- 2 Specific administration
- 3 General Administration
- 4 Miscellaneous

#### **1 Management and Supervision**

- 1.1 To manage the performance management process of the Academy's Administration Team.
- 1.2 To ensure all Administration Team members receive a full induction programme either new to post or changing roles within the Academy.
- 1.3 To deal with matters of discipline of the Administration Team, up to the level of appeal to the Principal, prior to entering formal stages.
- 1.4 To supervise staff through work allocation, training and development to meet the needs of the Academy Development Plan.
- 1.5 To prioritise workloads and determine who should cover in periods of absence and of peak workloads.
- 1.6 To administrate confidential correspondence for the Senior Team.
- 1.7 To identify the professional development needs of Administration Team and to allocate course funding as appropriate.
- 1.8 To organise, review, update and monitor the Academy's office systems.
- 1.9 To ensure a high standard in all correspondence sent from the Academy.

#### **2 Specific Administration**

- 2.1 To provide administrative support and manage internal software and data systems such as Arbor, Power Bi.
- 2.2 To liaise with relevant Senior Leaders to ensure the efficiency of data management systems.
- 2.3 To provide administrative support for the input, management and monitoring of internal progress data (Creating Futures).
- 2.4 To provide administrative support for the functions of the Senior Leadership Team.

### 3 General Administration

- 3.1 To liaise with staff (Teaching, Support, Site, Catering and Supply) and outside bodies, eg court officer, personnel companies, examination boards, police and parents.
- 3.2 To liaise with other staff in order to make the domestic arrangements including Governors' Meetings, school productions, bookings of Conference Room and Meeting Room.
- 3.3 To manage the Academy's mail, both paper and electronic, including receipt, distribution and despatch.
- 3.4 To be responsible for regular updating/review of filing system – both paper and computer.
- 3.5 To manage all internal listings (staff files, addresses etc).
- 3.6 To prepare and despatch confidential correspondence to, and from the Governing Body.
- 3.7 To re-route queries and contacts from Governors to the appropriate staff.

### 4 Miscellaneous

- 4.1 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the Academy's Health and Safety policy.
- 4.2 To undertake any other duties as may reasonably be required by the Principal.
- 4.3 To play a full part in the life of the Academy community supporting its distinctive mission and ethos actively promoting its policies and practices.
- 4.4 To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings and other similar events as appropriate.
- 4.5 To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meetings.
- 4.6 To engage actively in the Performance Management Review process.
- 4.7 To participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.
- 4.8 To carry out your duties in accordance with the Academy's Equal Opportunities policy.

#### **Safeguarding:**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

#### **Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

## Person Specification: Administration Services Manager

**Key to identification:** A = Application I = Interview E = Exercise R = Reference

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Education to GCSE or equivalent, including GCSE (A-C/Level 4 in Maths and English	✓		A/I
Relevant professional training or development	✓		A/I
Evidence of accredited learning relevant to the post		✓	A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Experience of working in an office environment at a senior level	✓		A/I/R
Experience of Microsoft Office 365 including Word and Excel	✓		A/I/R
Experience of using school systems		✓	A/I/R
Experience of leading a team	✓		A/I/R
Experience of liaison with outside agencies		✓	A/I/R
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Knowledge of procedures and regulations relevant to leading the Admin function	✓		A/I/R
Knowledge of developing ICT systems to improve administrative systems	✓		A/I/R
Well- developed organisational, decision making, problem solving, time management and prioritisation skills	✓		A/I/R
Warm and approachable manner and the ability to relate to a wide range of staff, pupils and visitors	✓		A/I/R
Awareness of the importance of confidentiality and data protection	✓		A/I/R
<b>Skills and abilities</b>			
Ability to organise, lead and motivate staff	✓		A/I/R
Ability to prioritise and work to tight deadlines whilst retaining professional composure	✓		A/I/R
Ability to work on own initiative and as part of a team	✓		A/I/R
Flexible and resilient	✓		A/I/R
Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents, staff and governors;	✓		A/I/R



## Reasons to work at Colne Valley High School



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

