

POST TITLE	ADMINISTRATION MANAGER
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>To ensure the provision of an efficient administrative, and management support service to the school in accordance with the approved school and Academy Trust policies</li> <li>To oversee the development &amp; maintenance of data, records &amp; information systems</li> </ul>
<b>RESPONSIBLE TO</b>	Headteacher
<b>RESPONSIBLE FOR</b>	Administration Assistants
<b>LIAISING WITH (Working relationships)</b>	Headteacher, teaching, non-teaching staff, Governors, pupils, parents and external customers/providers & Trust staff
<b>HOURS OF WORK</b>	37 hours per week term time plus 20 days
<b>GRADE OF POST</b>	SCP 22 to SCP 25
<b>CURRENT BASE</b>	Norbreck Primary Academy
<b>DISCLOSURE LEVEL</b>	Enhanced DBS disclosure
<b>MAIN /CORE DUTIES</b>	<p>Provide administrative, financial and organisational services to the school within set frameworks.</p> <p>To ensure the provision of an effective and efficient school office and all administrative and communicative systems.</p> <p>To ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the Academy.</p> <p>To effectively manage and develop direct reports ensuring they are empowered valued and motivated to meet service objective.</p>
<b>OPERATIONAL/STRATEGIC PLANNING</b>	<p>To contribute to planning to ensure that the school makes the best possible use of resources available.</p> <p>Contribute to the planning and development of administrative procedures and systems.</p>

<p><b>SERVICE PROVISION</b></p>	<p>To work in co-operation with other staff to ensure the effective provision of a school finance &amp; office/reception service.</p> <p>In partnership with the Headteacher and Academy Trust, be responsible for the effective management of school financial administration procedures.</p> <p>In partnership with the Headteacher and Academy Trust, manage the school's budget and ensure it is balanced, realistic and represents effective use of public funds.</p> <p>To ensure compliance with financial regulations.</p> <p>To identify the need for, select and manage the ordering of supplies and equipment.</p> <p>To assist in preparation work specifications for tender and assist in the selection of contractors.</p> <p>To ensure the proper collection, reconciliation and banking of any monies received by the school.</p> <p>To manage procurement and insurance issues.</p> <p>To provide advice and guidance to staff and others on issues relating to school matters.</p>
<p><b>SERVICE DEVELOPMENT</b></p>	<p>To work with the Headteacher to establish the service objectives for the School Administration support service.</p> <p>To look to develop and improve financial statements, forecasts and best value procedures.</p> <p>To manage the introduction of new processes and embedding them within the Administration school support team.</p> <p>To continually seek to develop service and make improvements.</p> <p>To work with colleagues and management to explore possibilities for service development.</p> <p>To actively search for opportunities for generating additional school funds.</p> <p>Maintain confidentiality and adhere to safeguarding procedures.</p>

<b>STAFFING &amp; STAFFING DEVELOPMENT</b>	<p>To ensure the training/induction of new team members is undertaken.</p> <p>To undertake return to work interviews for designated staff.</p> <p>To undertake PDRs for designated group of staff.</p>
<b>RECRUITMENT/DEPLOYMENT OF STAFF</b>	<p>To assist in the recruitment of school office staff.</p> <p>To ensure the effective deployment of school office staff</p>
<b>QUALITY ASSURANCE</b>	<p>To ensure that confidentiality is maintained at all times.</p> <p>To ensure that all data and records kept are secure and disposed of in accordance with relevant policies.</p> <p>To undertake regular quality checks on data/records kept.</p> <p>To undertake regular checks in relation to financial procedures/processes as required by the Academy Trust.</p> <p>To monitor service delivery against the agreed service objectives.</p>
<b>MANAGEMENT INFORMATION AND ADMINISTRATION</b>	<p>To prepare and maintain reports, records and orders as are required in relation to financial matters.</p> <p>To ensure all relevant personnel documentation and returns are processed completed and submitted in a timely manner.</p> <p>Analyse and evaluate data and information and run reports</p> <p>Oversee and organise the management of admissions procedures, maintain waiting lists and allocate spaces accordingly in line with the school's admission policies.</p>
<b>COMMUNICATIONS</b>	<p>Ensure that in all communications with staff, pupils parents and external contacts demonstrate the values of the Academy Trust.</p> <p>To take responsibility to deliver regular highlight updates on progress of projects and financial matters.</p>
<b>MARKETING &amp; LIAISON</b>	<p>To develop, nurture and maintain the positive image of the Academy Trust.</p>
<b>MANAGEMENT OF RESOURCES (OTHER THAN PEOPLE)</b>	<p>Ensure that resources of the Trust/Academy are used effectively and properly.</p> <p>Ensure the proper collection, reconciliation and banking of any monies received by the school.</p> <p>Ensure the security and banking of any monies collected.</p>

	<p>Ensure the completion/maintenance of the school's asset register.</p> <p>Responsible for the selection, ordering, monitoring and storage of supplies within an agreed budget.</p>
<p><b>OTHER SPECIFIC RESPONSIBILITIES</b></p>	<p>To carry out the duties in the most effective, efficient and economic manner.</p> <p>To continue personal development in the relevant area.</p> <p>To participate in the staff review and appraisal process,</p> <p>Safety training to ensure current knowledge of safety policy and legislation relevant to the area is maintained.</p> <p>Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person/body.</p> <p>Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</p> <p>Contribute to the overall ethos/work/aims of the Trust.</p> <p>Appreciate and support the role of professionals and support staff.</p> <p>Attend and participate in relevant meetings as may be reasonably required.</p> <p>Actively promote the Trust's corporate policies.</p> <p>Participate in relevant safeguarding &amp; safety training to ensure current knowledge and practice relevant to the area is maintained.</p>
<p><b>SAFEGUARDING</b></p>	<p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</p>
<p><b>GENERAL STATEMENT</b></p>	<p>This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.</p>