



Salmons Brook School

Improving the quality of children's lives by developing their potential



School Administration Manager

S01

Permanent/ Full Time

Start: as soon as possible



Headteacher: Andrew Lloyd
Telephone: 020 3089 5900
Email: office@salmonsbrook.edact.org.uk
Website: www.edact.org.uk
Salmons Brook School: Bell Lane, Enfield EN3 5PA

About EdAct



<https://www.edact.org.uk/>

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and Salmons Brook School (SEMH) and the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us, you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter
Chief Executive



About Salmons Brook School



<https://www.edact.org.uk/>

Salmons Brook School is a mixed special school, which caters for young people with social, emotional and mental health (SEMH) needs.

Our students' primary need will be SEMH and some may have co-occurring needs in one or more of the following areas: communication and interaction; cognition and learning; sensory and/or physical needs.

Our vision and core purpose is **improving the quality of children's lives by developing their potential.**

We are focused on developing positive character traits within our students and approach this through a shared commitment to our 'CREATE' values.

Our aim is that all students at Salmons Brook:

- Engage and grow together as part of an inclusive Community, rooted in fairness.
- Develop secure and lasting Relationships, fostered by kindness.
- Share experiences that provide Enrichment, enhanced by teamwork.
- Foster ambitious Aspirations, through a commitment to learning.
- Build a culture of Trust, by displaying honesty in their actions.
- Achieve their potential, supported by a personalised Education and a curiosity for learning

We will achieve these aims by:

- Delivering an innovative, ambitious and highly specialised curriculum, which includes exposure to enrichment activities that develop personal growth.
- Creating a therapeutic, student-centered learning experience, which focuses on the specific needs of the student, develops self-esteem and helps build secure and lasting relationships.
- Fostering community cohesion to challenge inequality and embrace diversity.

Salmons Brook School opened in September 2022 for 40 students Year 7–10. The building was designed and built to meet the needs of the students attending the school.

Andrew Lloyd
Headteacher

Job Description: School Administration Manager

Post Title: School Administration Manager

Grade: SO1
£31,660 - £32,541 p.a. inc

Hours: 36 hours per week 40 weeks per annum (pro rata)

Responsible to: Deputy Head/Headteacher

Purpose of the Role:

The school administration manager is responsible for overseeing the daily administration of the school office including line managing administrative staff. They are also responsible for all administrative, financial and operational processes within the school, maintaining confidentiality at all times. They assist with all hands-on operational duties to ensure the smooth operation of a busy SEMH school.

General Duties and Responsibilities:

Organisation

- Ensure the smooth and effective running of all administrative and communicative systems across the school
- 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 school
- Ensure staffing is in place to cover the school office and welfare office every day
- Manage staff and student school lunch ordering systems and coordinate the process between the school office and external caterer, including reviewing standards and raising issues with the Catering provider as necessary
- Manage operational aspects of school breakfast clubs, after school clubs and student snack service
- Manage the organisation of multiple school calendars.
- Manage school trips in cooperation with other staff. This includes ensuring bookings are made correctly and that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Oversee the organisation of meetings and events, including Governing Body meetings and ensuring availability of rooms and equipment, providing refreshments as required
- To work with the Premises Manager to coordinate the reporting and organising of premises repairs and servicing appointments
- Contribute towards the planning, development and organisation of support service systems, procedures and policies

(Continued on next page)

Job Description: School Administration Manager

Leadership

- › Line manage all administrative staff, including reviewing staff performance and carrying out appraisals
- › Train and develop administrative staff as appropriate
- › Develop an office team that delivers and meets the needs of the school
- › Take all decisions in line with the vision and values of the school, and encourage others to do the same
- › Deal calmly and professionally with issues or complaints that may come to the school office, escalating to Senior Leadership team when necessary

Administration

- › Provide personal, administrative and organisational support particularly to the Head Teacher as well as the Senior Leadership team and the local governing body
- › Manage both manual and computerised record/information systems
- › Ensure student attendance records are completed and managed accordingly, raising concerns to the DSL & family support worker when required
- › Analyse and evaluate data/information and produce reports/information/data as required
- › Assist with admissions processes as directed by the Senior Leadership team
- › Carry out filing, printing and photocopying. Maintain the operation of the printers and photocopiers across the school to ensure they are ready to use at all times, resolving any issues as necessary
- › Assist with managing the school's email inboxes, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- › Manage and organise completed paperwork from parents, ensuring that all paperwork for trips, clubs and therapies are completed and recorded.
- › Assist in managing the induction process for new pupils
- › Manage the booking and administration of staff training, ensuring accurate records are kept and training that is required to be renewed is booked in a timely manner.
- › Assist in the collation of staff absence forms and forwarding for processing

Resource management

- › Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- › Manage all ordering and delivery administration across the school ensuring that delivery notes are recorded and that invoices can be validated
- › Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system, ordering portal, visitor sign in system)
- › Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school

Job Description: School Administration Manager

- › Assist with marketing and promoting the school
- › To alongside the Premises Manager to coordinate lettings to external parties
- › Manage School uniform sales, providing payment plans and ensuring parent payment accounts are kept up to date
- › Manage financial administration procedures and maintain appropriate records to satisfy audits
- › Assist with the planning, monitoring and evaluation of the budget
- › Manage office expenditure with an agreed budget

Compliance

- › Manage the administration of student medical records and medication, working in partnership with the School Nursing team to ensure compliance.
- › Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- › Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- ›
- › The School Administration Manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- › The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by the Senior Leadership Team or their Line Manager, commensurate with the skills, abilities and grade of the post. This job description may be amended at any time following discussion between the headteacher and member of staff.
- ›
- › Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.
- › **Salary may be negotiable for the right candidate with experience and qualifications.**

(Continued on next page)

Person Specification: School Administration Manager

School Administration Manager – Person Specification:

	Essential	Desirable
Qualifications		
Maths and English GCSE or equivalent	✓	
NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)		✓
First Aid Qualification or willingness to obtain	✓	
Experience	✓	
Knowledge of working within MIS systems	✓	
Prior experience of working within a school setting		✓
Managing and implementing recording and reporting systems	✓	
Working in an office at a Senior Level	✓	
Managing a budget	✓	
Provide high-quality assistance to pupils with social, emotional and mental health needs	✓	
Skills		
Personal		
Ability to provide high-quality outcomes	✓	
Well organised	✓	
Well presented	✓	
Excellent communication skills and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to work as part of a team	✓	
Embraces change well	✓	
Deals with difficult situations effectively	✓	

Person Specification: School Administration Manager

School Administration Manager – Person Specification:

Commitment to personal career development	✓	
Flexible and willing to contribute to the success of the team	✓	
Understanding of data protection and confidentiality	✓	
Understanding of different social backgrounds of students		✓
Understanding the needs of students and the appropriate strategies to support them		✓
Understanding the needs of bilingual students		✓
Administrative		
Attention to detail in communication and planning	✓	
Problem solving	✓	

Relations		
Multi agency working	✓	
IT Skills		
Ability to use ICT effectively	✓	
Knowledge and <u>Understanding</u>		
Safeguarding and child protection policies and procedures	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	

How to apply



You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



Bell Lane, Enfield EN3 5PA

Tel: 020 3089 5900 Email: office@salmonsbrook.edact.org.uk

Headteacher: Andrew Lloyd

