

JOB DESCRIPTION

Job Title	Administration Manager
Department	Administration
Responsible to	TBC
Hours	37 Hours per week Term Time Only, Plus 3 days & inset days

MAIN PURPOSE OF THE JOB

Effectively lead and manage the provision of high standard of administrative and management support, in order to assist in the smooth running of Thames Learning Trust.

Contribute to the planning, development and monitoring of administration services and management of administration staff, including coordination and delegation of relevant tasks.

KEY RESPONSIBILITIES

Administration and Resources

Ensure that an excellent and consistent administrative support is delivered, including the development and maintenance of efficient and effective office management systems.

To establish and continually review the administration processes and procedures such as central filing, standards for answering the telephone, dealing with emails and correspondence is dealt with to a consistently high standard.

Establish and maintain a business-like office environment that promotes a positive image for the school.

Ensure that procedures and training are in place so that all visitors to the school are greeted and cared for in timely, friendly and efficient manner.

Overseeing the attendance procedure in line with agreed timescales working with SLT and team on continuous improvement

Delegate the Head of department administration to the administration team, including emails, letters and text messages are actioned in line with agreed SLA's

Ensure that SIMS is both accurate and up to date, and that confidentiality of data is maintained at all times.

Ensure that statutory reports and returns to the DfE are completed in an accurate and timely manner (free school meals).

Be responsible for Systems Manager (Setting up users and changes access as required in SIMS), in touch and other office communication functions including whole school text messages

Manage and oversee the parents evening process using the chosen technology

Assist with timetabling which includes ensuring all timetables are printed off at the beginning of the academic year and

Managed the Year 7 admission process working with the designated member of SLT.

Manage the telephone system and produce reports as and when required.

Managing supplies for First Aid and Stationary for the administration function

Manage the Shred it process throughout the school ensuring that certificates are recorded in line with the procedure

Ensure that the Administration department adhere to GDPR regulations at all times

Oversee the reprographics for the school ensuring the Administration Team share responsibilities

Line Management

Line manage administrative staff in the Trust, ensuring a timely, effective and efficient administrative service is provided at all times.

Carry out performance management reviews with all team members on a regular basis, identifying training and development needs, in accordance with the Support Staff Performance Management Policy.

Hold regular team meetings with administrative staff to ensure that there is planned communication, the team are kept fully informed of developments within the school and the team are aware of the current needs and priorities of the school at all times.

Monitor and review individual workloads within the team, being aware of deadlines, standards to be achieved and individual strengths.

General

To undertake ad hoc projects as and when required.

Undertake other duties as directed by Line Manager.