

**JOB DESCRIPTION**

**Job Title/Post:** Administration Manager

**Responsible to:** Regional Education Lead

**Tenure:** Term-Time Only plus Inset Days + 3 weeks

**Salary:** Grade 6 – Spine Points (18-20)

 **Location:** The post-holder will be required to spend time at the hub schools as required to meet the needs of the schools and as agreed with the line-manager

**Job Purposes**

The Administration Manager is part of the Inspire Partnership’s Croydon Hub Operations Team and will provide the operational leadership and line management of the school-based reception and administration teams. The Administration Manager will ensure each school has high quality front of house and administrative support; developing and implementing processes and working practices that meet operational needs and statutory requirements. The jobholder will work across all the Croydon schools to ensure consistency and continuity of service, line managing staff face to face and remotely as required.

**Key Responsibilities:**

1. **Leadership and Management**
2. Line manage reception, administration, attendance and data manager staff.
3. Liaise between staff and headteachers to ensure consistency and continuity of service across the Croydon schools.
4. Undertake recruitment, induction, appraisal, training, mentoring and development of staff as required.
5. Support and guide the administration team in parent communications.
6. **Administration**
7. Through the school administration teams provide a welcoming, efficient, and safe visitor management service ensuring that relevant safeguarding requirements are always adhered to.
8. Work with the SLT and take a lead in managing events at the school including open days and parent events.
9. Monitor and evaluate the development and maintenance of the management information systems across all Croydon schools.
10. Provide detailed analysis and evaluation of administration data and produce detailed reports and analysis to Regional Education Lead, headteachers and Trust senior leaders.
11. Support the completion of the school Census in line with DfE deadlines and upload to the DfE portal.
12. Oversee the completion of other school returns for the central Trust and external stakeholders as required.
13. Working closely with the Regional Education Lead, lead on communications from the Croydon schools, ensuring they are of high quality and consistent across all schools.
14. Manage administrative procedures, introducing new processes or adapting existing ones as appropriate. Continually seek opportunities for creating more streamlined and efficient working practices.
15. Working with the Trust central team, take a lead role in marketing and promoting the school within the Croydon Hub through a range of media and activities
16. Implement and monitor GDPR compliant processes and records and ensure all staff are aware of the GDPR requirements. Regularly monitor adherence to GDPR requirements and address any shortcomings.
17. Manage the school uniform procurement arrangements.
18. Oversee the administration of Free School Meals.
19. Liaise with the catering provider and collate and manage relevant meal statistics to enable the Regional Operation Manager and Finance to accurately check catering invoices.
20. **Health & Safety**
21. Oversee the arrangements for safe administering of first aid and medicine to pupils as required, in keeping with the Trust’s policy and ensure first aid supplies are ordered as necessary.
22. Oversee that all medical procedures are adhered to, deal with emergency services as required and liaise with parents as needed.
23. **Managing Resources**
24. Under the direction of the hub finance manager be responsible for the selection and management of resources including stationery and curriculum resources, including management of a budget and regular audit of resources.
25. Take a lead role in the recruitment of support staff and in managing associated employment procedures.
26. Manage agreed service contracts including photocopying and other administrative contracts.
27. **Data Protection and Safeguarding**
28. Work within the requirements of data protection regulations at all times.
29. Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue/concerns.
30. Remain vigilant to ensure all students are protected from potential harm.
31. **General**
32. Undertake any other duties commensurate within the grade and scope of the post as
33. determined by the Regional Leader and Headteachers.
34. Undertake CPD as required for the optimum performance of the duties of the role.

The job description and allocation of responsibilities may be amended following discussion with the Regional Education Leader and should be reviewed annually.

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. Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure.

March 20

 **Person Specification: Administration Manager**

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|  | **Essential**  |
| **Qualifications** | * Qualified to A level or equivalent
* Right to work in the UK.
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| **Experience and Knowledge** | * Proven ability to lead an administrative team across a number of sites
* Demonstrable office administration experience
* Computer literate, with significant experience of data handling IT systems
* Excellent Microsoft Office skills including word, PowerPoint and excel.
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| **Personal Qualities** | * Drive and enthusiasm for delivering a quality support service that consistently produces positive and demonstrable impact
* Ability to make sound judgements and assess/resolve problems at an operational level
* Professional integrity and resilience
* Calm under pressure and able to manage conflicting priorities
* Experience of working in partnership and collaboration; able to work effectively with a broad range of stakeholders
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| **Values** | * Personal vision is aligned with the Inspire Partnership’s high aspirations and expectations of self and others
* Genuine passion and a belief in the potential of every pupil.
* Motivation to continually improve standards and achieve excellence
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| **Attributes** | * Committed to the Inspire Partnership Academy Trust vision and aims.
* Committed to Equality and Diversity.
* Committed to own continuing professional development.
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March 2022