

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title:	Administration Manager
Directorate:	St Paul's with St Michael's C of E Primary School
Reporting to:	Headteacher
Grade:	SO2

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## Job description

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| Purpose of the post: | <ul style="list-style-type: none"><li>Organise and supervise administrative systems within the school and to maintain accurate accounts and systems of financial control in regards to delegated financial duties. Contribute the management of office staff, including the coordination and delegation of relevant activities.</li><li>Organise and supervise administrative system for the whole school.</li></ul> |
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Main duties and responsibilities:

### Organisation:

- Take a lead role in the planning, development, design, organisation and monitoring of support systems/procedures/policies.
  - Day to day supervisory responsibilities where appropriate of Admin Assistant.
  - To oversee the work of the Administrative Assistant.
  - Hold regular team meetings with staff supervised and undertake recruitment/induction/training/mentoring for other staff.
  - To draft and distribute relevant documents to parents, governors, staff etc and to distribute them as appropriate.
  - To provide administrative support for the production of school roll, policies, special needs, development plans and school information and correspondence as required. Assist in producing the school hand book.
  - To organise office workload and prioritise on a daily basis using own initiative and knowledge of work, with minimum direct supervision.
  - To oversee the ordering and general office supplies and equipment, to include central school stock such as annual registers, diaries and teacher planners.
  - To collate and upload relevant assessment data to the LA and DfE (i.e. census, end of year data).
  - To liaise with the Business Manager / Bursar where necessary to maintain a strong communication an effective systems.
  - To oversee the proper collection, reconciliation and banking of dinner monies, fees,
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debt recovery and any other monies received by the school.

- To assist with receiving and processing deliveries to the school.

### **Administration:**

- Take a lead role in the development and maintenance of record/information systems which include staff and pupil files.
- Provide detailed analysis and evaluation of data and produce detailed
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies.
- Manage the administration of the payroll system.
- Manage the administration of personnel / HR procedures / Recruitment and selection.
- Oversee admissions, FSM and other pupil related procedures.
- To Assist with reception duties during peak times and act as the first point of contact within the school for staff, governors, councillors, parents and others seeking contact with the Headteacher.
- To oversee all used forms of communication; email, website, newsletter and text messaging requirements.
- After discussion, to draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher.
- To ensure that efficient keeping of an up-to-date of of visitors, attendees of school activities, telephone calls and other relevant school business.

### **Resources:**

- To manage the responsibility for the selection and management of resources and regular audit of resources.
- Take a lead role in the recruitment of support staff and in managing associated employment procedures.
- Take a lead role in the marketing and promotion of the school.

### **Responsibilities:**

- Comply with and assist with the development of policies and procedures relating to data protection, health and safety, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Be responsible for keeping accurate record of absences and holiday entitlements for (premises)staff.
- Support the aims and ethos of a church school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support

others.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time and as directed by the Head Teacher.

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General requirements:

- Take part in the school's performance management system.
  - Enhanced CRB Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - Commitment to personal professional development
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Administration Manager
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## Person Specification

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	Essential	Desirable
<b>Qualifications</b>		
1. NVQ Level 4 or equivalent qualification or experience in a relevant discipline.	✓	
<b>Experience</b>		
2. Several years' experience working in an office environment at management level.	✓	
3. Experience of working in a non-profit making organisation.		✓
<b>Knowledge</b>		
4. Knowledge of relevant policies/codes of practice/legislation.	✓	
5. Knowledge of Data Protection legislation	*	
<b>Skills</b>		
6. Excellent numeracy/literacy skills.	✓	
7. Ability to interpret advice / guidance and devise policy and or practice in the light of these.	✓	
8. Ability to organise, lead and motivate other staff.	✓	
9. Ability to plan and develop systems.	✓	
10. Ability to relate well to children and adults.	✓	
11. Work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓	
12. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	