



JOB DESCRIPTION

POST TITLE:

SCHOOL ADMINISTRATION MANAGER

GRADE:

NJC Band 7, SCP 14-17

**REPORTING
RELATIONSHIP:**

To the Trust Business Manager

JOB PURPOSE:

To organise and supervise administration systems within school. Contributing to the planning, development and monitoring of support services and the supervision of support staff

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description / profile may undertake any of the following main duties and responsibilities.

1. To take a leading role in the design, management and co-ordination of appropriate administrative systems across the school as required.
2. To maintain records, complete and submit information obtained from School information management systems as required by the Local Authority, DfE and ESFA.
3. To plan, develop and design monitoring systems which compliment Trust policies and procedures.
4. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff.
5. In the absence of the Headteacher, liaise with appropriate senior staff with respect of any urgent business.
6. To prepare on behalf of Senior staff original letter in response to queries and requests for information.
7. To actively contribute to the promotion of the School and the Trust, and take a leading role where necessary and appropriate.
8. To support in the management of resources which may be across curriculum, school and administration equipment.

9. To produce reports for the Senior Leadership Team or Governing Body as and when required.
10. To assist Senior staff to manage, monitor and plan expenditure from agreed budgets.
11. To write and support in the development of funding bids.
12. To create orders, pay invoices and ensure accurate records are kept in line with audit requirements on behalf of Senior School and Trust staff.
13. To supervise and manage other administration officers within school including the management of their training, development and performance in line with the Trust's Performance Development Review Procedures.
14. When and where necessary support with the replacement of permanent employees and recruit temporary assistance to cover periods of absence or unavailability (annual leave, sickness, etc).
15. To provide administrative support duties to the Headteacher, Governing Body and SLT as and when required. (including organising school events and managing diaries)
16. Work with the Headteacher to gather information and produce school literature and marketing products including Safeguarding around photographs.
17. Co-ordinate school communication systems including parent mailing and social media.
18. Co-ordinate CPD arrangements and the administration of CPD records for staff within the School.
19. To minute and take notes of meetings as required by Senior staff or the governing body.
20. To support Senior Trust staff in ensuring that Premises / Health and Safety policies and practices and record keeping, including Risk Assessments are in-line with national requirements and are updated where necessary
21. To safeguard and promote the welfare of children, including adhering to all specified policies and procedures.
22. To assist with the provision of first aid.
23. To play a full part in the life of the school community, to support in line with the Trust its' distinctive mission and ethos and to encourage and ensure staff and students follow this example.
24. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

SWIFT ACADEMIES ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECT ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

PERSON SPECIFICATION PROFILE – ACADEMY ADMINSTRATIVE MANAGER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Foundation Degree / NVQ Level 4 or equivalent in Administration, Finance, Business or related field	AF,C			
Experience & Knowledge	E2	At least 3 years previous Administrative Experience	AF,R,I	D1	Awareness of child protection issues	AF,I
	E3	Experience of establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets	AF,R,I	D2	Experience of School Management Information Systems	AF,R,I
	E4	Experience of giving advice and guidance on policies / procedures to Senior Officers	AF,R,I			
	E5	Experience of managing budgets, invoice and ordering procedures	AF,R,I			
	E6	Experience or working knowledge of marketing,	AF,R,I			
	E7	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I AF,I			
	E8	Previous Supervisory responsibility including the monitoring of performance and development	AF,R,I			

Skills	E9	Ability to relate well to children and adults	I,R			
	E10	Ability to present information in a logical and systematic manner and to interpret figures with skill and understanding	AF,R,I			
	E11	Ability to train and motivate a team	AF,R,I			
	E12	Ability to work successfully as part of a team and prioritise own work with minimum supervision	AF,R,I			
	E13	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports	AF,R,I			
	E14	Ability to work under pressure to tight deadlines on a number of different projects	AF,R,I			
	E15	IT Literate, capable of using MS Word / Excel and office packages	AF,I			
	E16	Proven ability to undertake effective research	AF,R,I			
Personal Attributes	E17	Participate in development and training opportunities	I			
	E18	Ability to abide by Academy Trust policies and procedures	I,R			

Special Requirements	E19	Motivation to work with children	I			
	E20	Ability to form and maintain appropriate relationships and personal boundaries with children	I,R,D			
	E21	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	I,R			
	E22	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references