Burnside Primary School

Job Description

Administration Manager

* Responsible for the planning, development, design, organisation and monitoring of support systems, procedures and policies
* Responsible for all aspects of line management of administrative, premises and lunchtime staff as appropriate.
* Liaise between school leadership team, teaching staff and support staff
* Responsible for the production of detailed reports and information as required.
* Produce, and respond to correspondence as directed by Head Teacher.
* Provide support, guidance and advice to the school leadership team.
* Provide administrative support to the Governing Body.
* Prepare and complete documentation and returns in relations to admission and registration procedures and transfers to Secondary Education including, but not exclusively, common Transfer Procedures, weekly and monthly electronic registration returns including the monitoring and reporting of un-authorised absences, staff attendance and absences.
* Liaise with all feeder and other primary schools when children transfer including common transfer and transfer of schools records including the preparation of Year 6 transition to ensure a smooth transfer of pupils to the school.
* Liaising with Senior Headship and Local Authority with regard to the preparation of contracts and ensuring DBS documents are completed.
* Ensuring that the personnel database is up to data at all times including the Single Central Record
* Responsible for submitting of monthly timesheets for staff and supply teachers.
* Responsible for the maintenance of the school diary and weekly newsletter
* Maintain accurate, auditable records to monitor activity of Private Account Funds via Excel Spreadsheet and to notify fund holders.
* Responsible for undertaking regular reconciliation and balancing of the Private Account with bank statements.
* Responsible for the production of an annual balance statement for external auditing purposes.
* Responsible for the counting, receipt (excluding School Meals) and banking of all E6 monies in accordance with the Authorities processes and procedures.
* Manage the Petty Cash account and allocate Petty Cash monies (in cash or by cheque) as authorised by the Head Teacher/Principal/Assistant in accordance with the Authority’s procedures.
* Responsible for ensuring that all monies collected are banked in accordance with the Authority’s procedures and processes.
* Ensure the correct allocation to cost centre of all expenditure and income and the subsequent reporting to budget holders ensuring that they are aware of any over or under spend, projected or actual.
* Responsible for ensuring the preparation and maintenance of such reports, records and accounts as are required in conjunction with the school’s computerised accounting systems (SIMS and data management system).
* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person to ensure the School complies with all current legislation.
* Participate in training and other learning activities and performance development as required
* Responsible for ensuring that the best possible prices are secured from suppliers via a system of Tenders and Quotations and check on delivery.
* Responsible for ensuring the ordering of supplies and equipment for the school including issuing of invoices and ensuring settlement of accounts.
* Responsible for ensuring the effective and efficient operation of day to day administrative functions.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* To lead and manage a small team including the school administrator, breakfast club assistants and lunchtime supervisors.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* Maintain accident records as required.
* The Post holder may undertake any other duties that are commensurate with the post.
* The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.