



Administration Manager

Job Description

Role Title	Typically reports to	
Administration Manager	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
AG6	8	Dec 2015

Purpose of the role (job statement)

To manage the operation and delivery of support services. This will include responsibility for the planning, development and monitoring of support services. The management of staff and associated resources, including commissioning and delegation of relevant activities and responsibility for financial processing in accordance with financial regulations.

The postholder may also be required to undertake some of the specialist duties.

Main Duties:-

The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- to take the overall responsibility for the organisation and provision of clerical and administrative support, pertaining to the service area, including.
- take a lead role in the development and maintenance of management information systems / office systems, producing and responding to complex correspondence, ensure staffing levels are maintained at a satisfactory level.
- to develop work specifications and where necessary take the lead on the contract procurement process including service level agreements in accordance with the council's standing order/procurement process and procedures.
- to be responsible for the creation and implementation of recruitment, induction, appraisal, training and mentoring systems for support staff, in accordance with school guidelines.
- to undertake the management, mentoring and training of support staff.

The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties. Individuals in this role may also :-

- responsible for the provision of advice and guidance to leadership team, governors on national and local guidelines, policy, statute etc and initiate appropriate action arising.
- be responsible for devising marketing and promotion activities.
- to take the lead role in undertaking research and obtaining information to inform decisions, by the manipulation and presentation of data/information.
- to be responsible for the completion and submission of complex monitoring forms, returns etc, including those to external bodies.

Responsibilities:-

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person



- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- 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

Person Specification – Administrative Manager AG6

Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	• Full working knowledge of specialist ICT packages	E	A
	• Use of specialist equipment/resources	E	A I
	• Full working knowledge of relevant policies/codes of practice/legislation	E	A I
	• Ability to organize, lead and motivate other staff	E	A I
	• Ability to devolve responsibly and delegate tasks and monitor practice to see that they are carried out.	E	A I
	• Ability to plan and develop systems	E	A I
	• Ability to support the Headteacher in the management of change and improvement and demonstrate commitment to the vision of the school.	E	A I
	• Ability to relate well to children and adults	E	A I
	• Work constructively as part of a team: understanding school roles and responsibilities and your own position within these	E	A I
	• Ability to self-evaluate learning needs and actively seek learning opportunities	E	A I
Qualifications and Training	• Current NVQ level 2 in English and Maths or equivalent <u>and</u> NVQ level 4 or degree equivalent in relevant discipline/job role	E	A
Experience	• Several years' experience working in office environment at a senior level	D	A I
Disposition	• Have a high professional standards and provide a positive role model for other staff	E	A I
	• Show initiative and be self-motivating	E	A I
	• Enthusiasm	E	A I
	• Tolerant/resilience and an ability to work under pressure	E	A I
Conditions of Service			
National Joint Council			

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. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

This school is committed to safeguarding and promoting the welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.