

Ironstone Academy Trust

Job Code A1467

ADMINISTRATION & ORGANISATION NJC G SCP 28-30

LEVEL 9 Be responsible for/manage the operation and delivery of support services within the school. Be responsible for/manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of school's management team.

TASKS

Organisation

- Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
- Line Management responsibilities
- Manage support staff
- Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff
- Represent the support staff at relevant meetings

Administration

- Develop and monitor management information systems
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
- Be responsible for the design and effective operation of administrative procedures
- Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g. DfES, ESFA
- Commission appropriate Payroll systems and be responsible for their effective operation

Resources

- Identify the need for, select and manage resources, including management of resource budget (considerable discretion from 6% to 20%)
- Be responsible for the appropriate deployment of staff, including recruitment
- Be responsible for the provision of specialist advice and guidance to SLT/Governing Body etc. on national and local guidelines/policy/statute etc.
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
- Manage procurement and be responsible for securing relevant sponsorship
- Identify the need, and be responsible, for securing appropriate licences and insurance
- Be responsible for devising marketing and promotion strategies for the school
- Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development
- Develop work specifications and manage service contracts
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
- Be responsible for planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure from the school budget
- Be responsible for the management of Health & Safety within the school

RESPONSIBILITIES

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- 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
- Show a duty of care and take appropriate action to comply with health and safety requirements at all time
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Person Specification

Experience	<ul style="list-style-type: none">• Several years experience working in a business environment at a management level
Qualifications	<ul style="list-style-type: none">• NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline• Excellent numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none">• Full working knowledge of Academy/Schools audit requirements• Ability to manage the Academy Finances including budget setting, monitoring and reporting to Governors. IAT currently use PS Financials, knowledge of this systems would be desirable• Full working knowledge of relevant policies/codes of practice/legislation eg HR,Health & Safety,Payroll systems & Safeguarding• Understanding of Academies Trust Handbook (formerly Academies Financial Handbook)• Ability to interpret advice/statute and to devise policy/practice in the light of these• Ability to manage a multi-disciplinary team effectively• Ability to relate well to children and adults• Ability to persuade, motivate, negotiate and influence• Ability to self-evaluate learning needs and actively seek learning opportunities•

Employee signature: Date:.....