

**Job Description**

<b>Role title</b>	<b>Typically reports to</b>	
Admin Manager	Headteacher or designated member of staff	
<b>JE code</b>	<b>Grade</b>	<b>Date of profile</b>
D166	9	September 2024

**Purpose of the role (job statement)**

To be responsible for, or manage the operation and delivery of, support services within the school.

**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 be responsible for/manage the planning, development and monitoring of support services. member of the school’s management team,
- Management of staff; including commissioning and delegation of relevant activities,
- Be responsible for the planning, development, design, organization and monitoring of support service and whole school systems/procedures/policies,
- Line management responsibilities,
- Managing 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,
- 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 SMT, the Governing Board and outside agencies,
- Commission appropriate payroll systems and being responsible for their effective operation,
- Identify the need for, select and manage resources including management of resource budget,
- Be responsible for the appropriate deployment of staff including recruitment,
- Be responsible for the provision of specialist advice and guidance to SMT/Governing Board etc on national and local guidelines/policy/statue etc,
- Interpret matters of policy/procedure/statute to ensure the school’s compliance and initiate appropriate action arising,
- Manage procurement and being 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

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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 and safety within the school,

### 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 – Admin Manager D166			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
<b>Skills Knowledge Aptitudes</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant polices/codes of practice/legislation,</li> <li>• Ability to interpret advice/statute and to devise policy/practice in the light of these,</li> <li>• Ability to manage a multi-disciplinary team effectively,</li> <li>• Ability to relate well to children and adults,</li> <li>• Ability to persuade, motivate, negotiate and influence,</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities,</li> </ul>	E E E E E E	A A I A I A I A I A I
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Current NVQ level 2 in English and Maths or equivalent <u>and</u> NVQ level 5 or degree equivalent in relevant discipline/job role,</li> </ul>	E	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Several years’ experience working in a business environment at a management level,</li> </ul>	D	A I
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Excellent communication and organisational skills,</li> </ul>	E	A I
Conditions of Service			
National Joint Council			

Signature of post holder \_\_\_\_\_ Date / / \_\_\_\_\_

Signature of Headteacher \_\_\_\_\_ Date / / \_\_\_\_\_

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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

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.

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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.