



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Administrative Manager

SCHOOL: Primary

SALARY: Band 4

RESPONSIBLE TO: Headteacher

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The purpose of this role, under the guidance of the Headteacher, is to be responsible for undertaking administrative, financial, organizational processes within the Academy campus and contribute to the planning, development and monitoring of support services

MAIN RESPONSIBILITIES:

Organisation

1. Act as PA to the Headteacher e.g. arrange appointments, organise diary
2. Deal with complex reception/visitor etc. matters
3. Contribute to the planning, development and organisation of support service systems/procedures/policies and ensure effective implementation on the primary school.
4. Organise school trips/events etc
5. Assist with first aid/pupil welfare duties, looking after sick pupils, liaising with parents etc, administering prescribed medications to learners as necessary
6. Check first day absences and lates. Enter, monitor and report pupil attendance

7. Facilitate Fire Evacuation procedures ensuring that appropriate admin is in place and up to date
8. Line management responsibilities in relation to other school administrative staff when required
9. Liaise between managers/teachers and support staff

Administration

1. Analyse and evaluate information and produce reports and information as required
2. Contribute to the development and maintenance of information of record and information systems within the primary phase and ensure effective implementation in the primary school.
3. Undertake typing and word processing and complex IT tasks e.g. handling specific school based record systems and databases
4. Provide personal, administrative and organisational support and advice to other staff
5. Undertake the administration of complex procedures
6. Be responsible for the completion of complex forms and returns e.g. supporting data for PLASC
7. Report and log repairs and maintenance issues.
8. Develop constructive relationships and communicate effectively with staff at other schools.
9. Sort and distribute mail
10. Provide support for the placement of work experience students, volunteers etc ensuring that they are appropriately inducted
11. Ensure that all staff/ visitors etc. are DBS checked
12. Provide general clerical support, photocopying, filing etc.
13. Undertake administration relating to learner reports, FSM and milk money, school accident records
14. Report staff absences to the HR department
15. Produce and respond to complex correspondence

Resources

1. Operate relevant equipment and complex ICT packages
2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
3. Manage any retailing activity that takes place within the school e.g. uniform sales/tuck shop etc
4. Provide advice and guidance to staff, pupils and others on complex administrative issues
5. Undertake research and provide information to inform decisions
6. Assist with the marketing and promotion of the Academy
7. Manage the administration of facilities including the use of school premises
8. Undertake financial administrative procedures and manage petty cash and the local school fund

9. Implement and maintain information systems that support the aims of the organisation
10. Process accounts for payments, reconcile errors or omissions and liaise with suppliers
11. Maintain office equipment instructing other staff in use when appropriate
12. Be responsible for the management of resources on the primary school including management of a budget and regular audit of campus resources
13. Take a lead role in promoting and marketing the primary school to parents, visitors and the wider community

Responsibilities

1. Comply with and assist with the development of policies and procedures relating to:
 - a. Child protection
 - b. Health and safety
 - c. Data protection
 - d. ConfidentialityReporting all concerns to an appropriate person.
2. Support the Academy's policies that ensure equality of opportunity
3. Contribute to the overall ethos of the Academy
4. Establish constructive relationships and communicate effectively with external agencies
5. Attend and participate in regular meetings
6. Participate in training and development as required
7. To undertake other duties and responsibilities as required commensurate with the grade of the post

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Person Specification:	Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> ● Experience of developing and managing administrative systems ● Has a proven ability to work under pressure ● Has a proven ability to remain positive under challenging circumstances ● Clerical/Financial /Administrative experience gained within a school or educational setting 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Skills & Competencies:</p> <ul style="list-style-type: none"> ● Effective use of ICT and other specialist equipment /resources ● Good ICT and keyboard skills ● Ability to work with children and adults ● Ability to work as member of a team ● Ability to self-organise and work without supervision ● Able to apply technology in new work related situations ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Has a proven ability to work on their own initiative ● Experience of educational ICT systems and/or other management information systems 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

<p>Knowledge & Qualifications</p> <ul style="list-style-type: none"> ● NVQ 3 Qualification or experience in a relevant discipline e.g. Business and Administration ● RSA Level 3 Word Processing ● Very good numeracy and literacy skills ● NVQ 2 qualification in literacy or numeracy ● Evidence of having undertaken learning outside of the work place 	<p>✓ ✓ ✓</p>	<p>✓ ✓</p>
<p>Physical, mental and emotional demands:</p> <ul style="list-style-type: none"> • Commitment to helping provide a high quality service to children and families 	<p>✓</p>	
<p>Other:</p> <ul style="list-style-type: none"> ● Willingness to participate in training and development 	<p>✓</p>	