

Job Description

Department	Liscard Primary School	Division	Administration and Finance Team
	School Administration Office Manager	Grade	Band E
Responsible to	Headteacher		
Immediate Subordinates	Administration Team		

Job Purpose

To organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and / or management of support staff, including co-ordination and delegation of relevant activities.

Key Tasks

Organisation

1. Take a lead role in planning, development, design, organisation and monitoring of support systems / procedures / policies.
2. Line management responsibilities, where appropriate.
3. Management of administration support staff.
4. Liaison between headteacher, middle leaders, teaching and support staff.
5. Hold regular team meetings with Administration team staff.
6. Participate in the recruitment / induction / performance management / training / mentoring for Administration support staff.

Administration

1. Take a lead role in the development and maintenance of record / information systems (including Arbor and the school Census).
2. Provide detailed analysis and evaluation of data / and produce detailed reports / information, as required.
3. Produce and respond to complex correspondence.
4. Provide organisational and complex advisory support to other staff and Governors.
5. Manage complex administrative procedures.
6. Be responsible for completion and submission of complex forms and returns including those for the DfES and Local Authority.

Resources

1. Be responsible for the selection and management of resources, including management of a budget, the school's external budget and the regular audit of resources.
2. Take a major administrative role in the recruitment of support staff and in managing

associated employment procedures.

3. Provide advice and guidance to staff and others on complex issues.
4. Undertake research and obtain information to inform decisions.
5. Manage service contracts.
6. Manage the administration of school licences and insurance.
7. Manage financial administration procedures in compliance with financial regulations.
8. Be responsible for the management of expenditure within an agreed budget.

Responsibilities

1. 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.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall ethos / work / aims of the school
4. Develop constructive relationships and communicate with other agencies / professionals.
5. Share expertise and skills with others.
6. Participate in training and other learning activities and other learning activities and performance development as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by:

Headteacher Sue Talbot

Date June 7th 2021