

**Job Title:** Administration Manager

**Responsible To:** Associate Principal

**Employee Supervision:** Administration Staff (and Apprentices)

**Purpose of Post:**

- The Administration Manager will work as part of the leadership team to assist the Associate Principal in their duty to ensure that the school meets its educational aims.
- To provide professional leadership and management of school administrative staff in partnership with teaching staff to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- To promote the highest standards of business and administration ethos within the administrative team to ensure the most effective use of resources in support of the schools learning objectives.
- The Administration Manager will assist the Principal and Trust Business Partners in being responsible for the financial resource management, administration, management information, human resources, facility and property management and health and safety management of the school site.

**Key Areas:**

- Attend Leadership and administration meetings as required
- To lead and manage all academy administration staff
- Plan and manage administrative change in accordance with the academy development / strategic plan
- Organise and monitor cross-site administration and communication systems
- Oversee day to day financial resource management and HR administration across the site

**Duties and Responsibilities:**

**Leadership**

- Provide responsive and confident leadership of the site administration team
- Manage admin apprentices
- Ensure accountability of office staff: fulfilling roles and working efficiently within office timelines and parameters of good practice and statutory guidance
- Identify training and development requirements
- Conduct team and individual staff meetings, distribute minutes, follow up actions
- Act as a role model and promote a 'can do' attitude

- Work as part of a wider team of Admin Managers, across Springwell Leeds and within the Trust, sharing good practice and offering reciprocal support
- Lead academy-wide projects such as the Summer School and the ICT Strategy Group

### **Administration**

- Overall responsibility for ensuring the office's effective provision of administrative and organisational support to the academy
- Contribute to the planning, development, organisation and implementation of new procedures and office/administration systems to meet the changing needs of the academy
- Take a lead role in planning, development, design, organisation, maintenance and monitoring of record and information systems, procedures and policies
- Assist in the site maintenance of all academy databases and online systems i.e. Arbor, PSF
- Ensure academy returns are completed and submitted by set deadlines
- Work as part of the wider academy administration team located in the main office and carry out general administration tasks as necessary
- Oversee the provision of reception desk service

### **Organisation**

- Maintain the site calendar and support the whole academy calendar
- Deal with diary management, resourcing and correspondence on behalf of the Associate Principal
- Provide support to the Senior Leadership Team (and Executive Team as required) and provide/prepare paperwork for regular meetings
- Aid with organisation of events e.g. training days, open evenings, staff events
- Organise and take part in wider academy activities

### **Communication**

- Ensure frontline enquiries from all stakeholders, whether in person, by telephone or on email are dealt with, taking the appropriate action swiftly and appropriately using tact, diplomacy and confidentiality at all times
- Ensure messages are passed on and that suitable records are maintained, and dealt with in the strictest confidence and that information is not disclosed unnecessarily

- Produce high quality letter, posters etc. for circulation to parents and other stakeholders
- Oversee production of newsletters to parents
- Liaise with staff, students and external agencies in a professional manner
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings as required, including timely distribution of agendas and meeting minutes
- Act as the Principal's/the academy's representative in meetings with Trust partners and contractors

### **Finance**

- Monitor agreed budget and control performance to achieve value for money
- Identify and inform Associate Principal of significant variances and take prompt corrective action
- Propose revisions to the budget if necessary in response to unforeseen developments
- Provide budget reports to relevant people
- Oversee ordering, processing & payment of invoices
- Ensure maintenance of inventories and asset logs as required
- Oversee cash handling procedures within the school

### **HR**

- Submit mileage and expenses claim forms as per academy deadlines
- Assist with recruitment, performance management, appraisal and development of site staff
- Ensure all staff have a clear understanding of the policies and procedures
- Seek and make use of specialist expertise in relation to HR issues
- Provide timely updates on patterns of attendance and disciplinary matters to the Principal, using expert information collation skills
- Treat all information with the confidentiality and sensitivity required, and understand the value of data protection

### **Responsibilities**

- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the academy
- Participate in training and other learning activities and performance development as required

**General requirements**

- Engage in the academy's performance management system
- Work flexibly and carry out all duties in compliance with all policies
- Undertake an enhanced DBS check
- To promote and safeguard the welfare of children, young and vulnerable people that you come into contact with
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Safeguarding & Child Protection policies
- To undertake any other duties, commensurate within the grade, at the discretion of the Associate Principal