



**first**federation  
FOR EVERY CHILD

## Job Description

### Job Title:

Senior Administrator

### Responsible to:

Head of Teaching & Learning  
Hub Business Manager

### Grade E/F

### Job Purpose

The Senior Administrator is the school's leading support staff professional and works as part of the Senior Team to assist the Head of Teaching & Learning in his/her duty to ensure that the school meets its educational aims.

The Senior Administrator will assist the Head of Teaching & Learning and Hub Business Manager in providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

The Senior Administrator promotes the highest standards of business ethos within the administrative function of the school and ensures the most effective use of resources in support of the school's learning objectives.

The Senior Administrator will assist the Hub Business Manager in being responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

### General Duties

#### Leadership & Strategy

1. Attend Senior Leadership Team and Trust Administration Meetings.
2. Plan and manage change in accordance with the school development/strategic plan.
3. To lead and manage all school admin, catering, extended school & premises staff.

#### Financial Resource Management

1. Use the agreed local budget to actively monitor and control performance to achieve value for money
2. Identify and inform the Head of Teaching & Learning and Hub Business Manager of the causes of significant variance and take prompt corrective action
3. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
4. Provide ongoing budgetary information to relevant people
5. Responsible for the ordering, processing and payment of all invoices and statements of account for all goods and services provided to the school or by the school

6. Ensuring maintenance of the inventory of assets and fixed asset register and compliance with procedures for the disposal of redundant equipment/assets.
7. Oversee cash handling procedures within the schools.
8. Advise the Head of Teaching & Learning and Trust Business Leader if fraudulent activities are suspected or uncovered
9. Identify additional finance required to fund the school's proposed activities
10. Maximise income through lettings and other activities
11. Present timely and fully costed proposals, recommendations or bids

### **Administration Management**

1. Manage the whole school administrative function.
2. Assist the Trust Business Leader to maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
4. Assist the Trust Business Leader to establish and use effective methods to review and improve administrative systems
5. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
6. Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines.

### **Human Resource Management**

1. Assist the Trust Business Leader in the operation of the payroll services & contract information for all school staff
2. Ensure the school's equality policy is clearly communicated to all staff in school
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
4. As delegated assist the Head of Teaching & Learning with the recruitment, performance management, appraisal and development for all support staff.
5. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
6. Monitor the way policies and procedures are actioned and provide support where necessary
7. Seek and make use of specialist expertise in relation to HR issues
8. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

### **Facility & Property Management**

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
2. Ensure the safe maintenance and security operation of all school premises
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
4. Ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance
6. Monitor, assess and review contractual obligations for outsourced school services in conjunction with the Trust Business Leader
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided

8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.

### **Health & Safety**

1. Act as the school's Health & Safety Co-ordinator and Fire Officer. Plan, instigate and maintain records of fire practices and alarm tests. Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
2. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
3. Enable regular consultation with people on health and safety issues
4. Ensure systems are in place to enable the identification of hazards and risk assessments
5. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Directors and where appropriate the Health & Safety Executive
6. Ensure the maximum level of security consistent with the ethos of the school
7. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

<p>Managing Self and Personal Skills</p>	<ul style="list-style-type: none"> <li>• Delegates tasks and manages own workload for an appropriate work life balance.</li> <li>• Applies the principle of confidentiality both within and outside the academy/trust.</li> <li>• Keeps self up to date with pertinent information and local initiatives.</li> <li>• Responds to feedback.</li> <li>• Develops personal, private and voluntary sector and inter-agency networks and extends knowledge of specific requirements including legislation.</li> <li>• Acts with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the First Federation Trust.</li> </ul>
<p>Providing Direction</p>	<ul style="list-style-type: none"> <li>• Leads at an operational level.</li> <li>• Focuses on developing teams rather than merely completing tasks</li> <li>• Provides guidance to enable teams to be compliant with legal, regulatory, ethical and social requirements.</li> <li>• Identifies typical risks and applies proportionate containment measures for those encountered within the academy.</li> <li>• Monitors and evaluates present and past procedures of identifying risk.</li> </ul>

	<ul style="list-style-type: none"> <li>• Recognises the values, moral purpose, learning styles and ethos of the First Federation Trust.</li> </ul>
Working with people	<ul style="list-style-type: none"> <li>• Allocates and monitors the progress and quality of work in teams.</li> <li>• Selects and successfully applies different methods for communicating effectively with colleagues and stakeholders.</li> <li>• Identifies and supplies the information requirements of colleagues and stakeholders.</li> <li>• Contributes and participates in team activities across The First Federation Trust.</li> <li>• Builds and manages teams within own setting. Understands the importance of teamwork and team-building techniques that enable teams to perform effectively.</li> <li>• Prioritises learning needs of colleagues, taking account of organisational needs, priorities and personal and career development needs.</li> <li>• Co-ordinates different types of learning activity for colleagues including induction.</li> <li>• Provides fair, regular and useful feedback on performance to colleagues through regular performance review discussions including personal development planning.</li> <li>• Identifies and manages unacceptable or poor performance by teams or individuals in line with legislation, regulations and HR policies. Creates an environment where colleagues can discuss problems affecting performance.</li> </ul>
Facilitating Change	<ul style="list-style-type: none"> <li>• Plans and implements change within own team/role.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understands the importance of proportionate innovation and the part own role has to play within this.</li> <li>• Evaluates proposals and plans for the practical implementation of ideas and approves those that appear viable.</li> <li>• Communicates regularly with parties affected by change.</li> <li>• Understands how to manage and support people through organisation change.</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
Effective Use of Resources	<ul style="list-style-type: none"> <li>• Contributes to the administrative support and maintenance of accurate financial information.</li> <li>• Monitors and contributes to the effective management of technologies.</li> <li>• Ensures own and others' actions reduce risks to health and safety in line with the requirements of legislation, regulation and codes of practice.</li> <li>• Undertakes regular consultation with colleagues and stakeholders regarding health &amp; safety issues.</li> <li>• Contributes to the effective management of physical resources to support teaching and learning.</li> </ul>

Achieving results

- Monitors and contributes to business processes, ensuring effective delivery of essential academy requirements.
- Contributes to the marketing of the academy services by producing accurate and informative marketing literature.
- Monitors reviews and resolves service problems.
- Contributes to new academy service improvements.
- Maintains and transparently monitors information to assess academy performance.



**first**federation  
FOR EVERY CHILD



**first**federation  
FOR EVERY CHILD