

POST TITLE: Administration Manager & PA to Head of School

GRADE: Grade 8

HOURS OF WORK: 37 hours (Mon-Fri); Term Time + 1 week

RESPONSIBLE TO: Head of School

PURPOSE OF THE JOB:

- To provide timely and effective administrative, organisational and secretarial support for the Senior Leadership Team.
- To lead, manage and develop the school's administrative functions and maintain a timely and effective administrative support service to the school.
- To line manage the Administration Team.
- To manage cover arrangements for absent staff.
- To co-ordinate, manage and lead on the administration of school events, organisation and visits.

MAIN RESPONSIBILITIES:

Support for the Head of School

1. Provide administrative, organisational and secretarial services for the Head of School.
2. To manage the Head of School's diary and arrange meetings, appointments and hospitality as required.
3. To coordinate and manage the administration of Student Exclusions and support the Head of School with the exclusion process including the organisation and clerking of permanent exclusion hearings.
4. To co-ordinate and manage the Student Appeals process in liaison with the Data and Administration Officer, local authority and Head of School.
5. To monitor and deal with any complaints in accordance with the Complaint Policy.
6. To liaise with external agencies
7. Attend meetings and act as note taker, as requested.

Administration

1. Manage the day to day operation of the Administration Office and its staff, allocating work to meet the school's needs and priorities.
2. To support and manage the administration, organisational and reprographic requirements of each Key Stage; EYFS, KS1 and KS2
3. To liaise with the Trust administration staff and Head of School to ensure consistent working practices and procedures with other schools within the Trust.
4. To act as the main Great Haddon contact for the Trust Finance and HR Teams, ensuring the effective distribution of information between the school and the relevant team.
5. To act as Clerk to the Local Governing Body, attend LGB meetings and prepare agendas, minutes and other papers as required (this is likely to commence as the school grows).
6. Take independent and pro-active action to resolve organisational and administration matters and instructing direct reports as necessary.
7. Administer the arrangements for Staff Cover, using Bromcom and assist the HR Team with the administration of staff absences.
8. Provide and co-ordinate support for the Director of Finance & Resources and HR Partners with employment processes and documentation.

9. Provide and co-ordinate support for the HR Partners with the administration of staff records and documentation, including updating information on Bromcom.
10. Introduce, implement and develop high-quality administration and filing systems using ICT to improve efficiency.
11. Be responsible for the development, administration and production of School Publications including:
 - Staff Handbook
 - School Prospectus
 - School Flyers
 - School Newsletters
12. To lead on the school's publicity and marketing activities including maintaining and updating the school's website, Facebook page and Instagram. Ensure that all statutory policies and information are available online.
13. To work in close liaison with other support staff departments to ensure effective and efficient working practices are developed and implemented throughout the school. To support other departments where practicable when the need arises.
14. Be responsible for the management and distribution of information sent to parents by Parentmail.
15. Be aware of GDPR guidelines and keep abreast of any changes. Keep abreast of Records Management and Retention guidelines.
16. Be responsible for maintaining up-to-date records for non-employed staff, e.g. Regular Visitors, Sports Coaches, Peri-Music Tutors, Volunteers etc., in accordance with safeguarding procedures.
17. Filing of all documents retained in the main office and as directed by members of Primary Leadership Team using ICT to improve efficiency.
18. To provide Office cover as necessary.
19. To undertake the duties as a First Aider for all students, staff and visitors.
20. To undertake duties as part of the Fire Evacuation Process as detailed in the school's Fire Policy.

Events, School Organisation & Visits

1. To be responsible for producing and updating the school calendar, weekly diary and staff briefing, liaising with relevant parties to organise meetings, appointments, schedules and use of rooms.
2. To liaise with the school's caterers for all hospitality and events. To act as the first line contact with the onsite catering team and reporting any issues back to the Head of School.
3. Support members of the Primary Leadership Team with the co-ordination, administration and organisation of all major school events e.g. Open Evenings, Parents' Meetings, Community Events, and any other events as required and attending as appropriate.
4. Support SLT with the organisation of INSET days.
5. Ensure meetings and events are organised efficiently in appropriate venues in liaison with other teams including ICT facilities and Site Team as required.
6. Assist the Head of School and other senior/middle leaders with the arrangements for internal/external conferences and events.
7. To be responsible for the management, administration and organisation of school visits in co-ordination with the Educational Visits Co-ordinator.
8. To be responsible for the processing and booking of all staff INSET in liaison with the trust Finance team.

The following duties will be reviewed in line with school growth:

Data Administration & Management

Management Information System

1. Operation of the school's MIS system (Bromcom) to record, store, retrieve and analyse information on students and produce the required reports/printouts.
2. Ensure that information is kept up-to-date and accurate, and is in accordance with GDPR.
3. Provide up-to-date information when requested by the Senior Leadership Team.
4. Administer the arrangements for Online Reporting to Parents.
5. Keep abreast of changes to the MIS system and undertake any relevant training.

Student Database

1. Maintain up-to-date records of all students attending the school, including SEN data.
2. Provide up-to-date student data for the Critical Incident Files.

Data

1. Completion of School Census and other Returns within published timescales and provide statistical information as and when required.
2. Provide support with the inputting and analysis of student data, where required.
3. In liaison with the LA checking service, administer Free School Meal applications and ensure regular checks are undertaken and results processed in a timely manner.

Assessment Data & Reporting

1. To assist the Head of School with the development, management and administration of the school Assessment Data system including data input, analysis and reporting.
2. To be responsible for the collation and production of student reports and their distribution to parents/carers.

Admissions

1. Administer the Local Authority Admissions process for Great Haddon Primary School, including updating the Admissions website on a weekly basis, or otherwise as required.
2. Assist with the arrangements for any Appeals Hearings.
3. Update Appeals Statements as and when required.

Attendance

1. Ensure that Great Haddon School's approach to attendance and the support of vulnerable students demonstrates best practice.
2. Work with the Head of School to set clear, short-term objectives, in line with school targets, to improve attendance and punctuality.
3. Work with the Head of School to identify early absence traits and to prevent issues escalating.
4. Liaise with the Local Authority Attendance Service to investigate and establish reasons for poor attendance, co-ordinate arrangements for, and support Head of School at school attendance meetings.
5. Oversee the administration of day-to-day attendance, including monitoring and absence chasing.
6. Oversee the administration of student absence requests, e.g. Hospital appointments.

7. Provide statistical information on attendance.

General

1. Attend relevant courses and actively seek to broaden knowledge and skills relevant to responsibilities.
2. Establish and maintain good relationships with all stakeholders in order to promote the objectives of the school.
3. Undertake any other duties consistent with the post as directed by the Head of School or Director of Finance & Resources.

Person Specification

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Criteria	Essential	Desirable
<u>Qualifications</u>	➤ Good educational background, with minimum 5 GCSEs (or equivalent) including English Language & Maths ➤ Administration/Secretarial qualifications	➤ Qualified to Degree level ➤ Recognised relevant Management qualification ➤ Administration/ Business qualifications
<u>Experience</u>	➤ Experience of working at a senior level ➤ Experience of organising and prioritising workloads ➤ Experience of leading a team ➤ Experienced user of ICT skills particularly word, excel, PowerPoint, internet and email	➤ Experience of working in a school environment
<u>Knowledge, Skills & Understanding</u>	➤ Excellent administrative skills ➤ Excellent ICT skills - fully conversant with Word, Excel, PowerPoint, Internet and Email ➤ Excellent communication skills, oral and written ➤ Excellent ICT skills ➤ Ability to work with a high degree of accuracy ➤ Ability to work with honesty and integrity ➤ Ability to use own initiative ➤ Ability to prioritise workload and keep to deadlines ➤ Excellent organisational skills ➤ Ability to multi-task ➤ Good interpersonal skills ➤ Good listening skills ➤ Sensitivity and empathy ➤ Ability to remain calm when working under pressure ➤ Appreciation of absolute confidentiality of information received in school ➤ Understanding of Safeguarding	

<u>Other Requirements</u>	➤ Ability to work flexibly ➤ Willingness to learn new skills and undertake training, as required ➤ Willingness to take a full and active role in school life	
<u>Safeguarding Competencies</u>	➤ Commitment to promoting and safeguarding the welfare of all staff and students ➤ Demonstrates empathy for the concerns of others ➤ Shows respect for other's feelings, views and circumstances ➤ Seeks and uses professional support appropriately ➤ Can demonstrate flexibility of approach ➤ Shows a personal commitment towards safeguarding children	