

Manchester City Council
Job Description
Admin Coordinator, Grade 5
Schools

The post holder will report to ? and the main contacts of the job are the head teacher, teaching staff, other support staff and pupils, governors, LA and outside agencies

Main Purpose of the job

To organise and supervise the distribution of work amongst administrative support staff ensuring adequate financial and administrative procedures and systems are maintained

To provide line management cover for administrative staff in the absence of the Office Manager

To work collaboratively with all staff and parents in order to support pupil well being and to promote the five outcomes of Every Child Matters

Organisation

1. To take responsibility for the motivation, training and personal development of other administrative support staff
2. To arrange cover in the absence of the administrative team members
3. Use initiative to organise and manage own workload and that of the administrative team to ensure that deadlines are met
4. To contribute to the planning, development and organisation of support systems, procedures and policies
5. To undertake routine clerical and administrative support duties on behalf of individual members of staff in relation to the organisation of school activities.

Administration

6. To respond independently to correspondence and produce complex and confidential reports, minutes, letters to a high standard
7. Respond to all queries from a wide range of people in an efficient and courteous manner, using initiative and creative skills to resolve issues
8. To provide personal, administrative and organisational support to other staff
9. To provide administrative and organisational support to the Governing Body

10. Arrange and contribute to and service high level meetings and events as required
11. To assist with school administrative duties including examination invigilation as part of the agreed system for the school where appropriate.

Resources

12. To be responsible for the administration of financial management systems and to assist with the planning, monitoring and evaluation of expenditure against the annual budget plan
13. Maintain records of expenditure and report of spend at appropriate interval as required
14. To be responsible for the administration of school cash, including banking arrangements and safe management in line with financial regulations
15. To manage the administration of facilities including the use of school premises
16. To operate relevant equipment and complex ICT packages

Responsibilities

17. Ensure accuracy and confidentiality of information produced relating to the administration of the school
18. To comply and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
19. To be aware of and support difference and to ensure equal opportunities for all
20. To contribute to the overall ethos, work and aims of the school
21. To establish constructive relationships and communicate with other agencies and professionals
22. To participate in training and other learning activities and performance development as required
23. To recognise own strengths and areas of expertise and use these to advise and support others

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

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Person Specification

Admin Coordinator

Experience

- Experience of working in an administrative and finance support environment
- Experience of development, management and operation of administrative systems

Qualifications/Training

- Possess a high standard of numeracy and literacy skills

Knowledge/Skills

- Ability to lead and motivate staff under their supervision
- Ability to plan and prioritise own workload and that of other administrative support staff to meet deadlines within fixed timescales
- Excellent personal and office organisational skills and ability to develop and maintain administrative systems
- Good communication skills, for effective interaction with other staff colleagues, pupils and the wider school community
- Be able to effectively use ICT and other specialist equipment and resources
- Have knowledge and awareness of the legislative framework of schools and education
- Ability to relate well to children and adults
- Willingness to undergo minor first aid training
- To be able to work constructively as part of a team, understanding school roles and responsibilities and your own position with these
- Ability to self-evaluate your learning needs and actively seek learning opportunities

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to apply for an enhanced disclosure to a CRB (Criminal records Bureau) check.