

METROPOLITAN BOROUGH OF KNOWSLEY

SCHOOL

POST TITLE

ADMINISTRATOR

GRADE

LEVEL 5

RESPONSIBLE TO

MAIN PURPOSE

Management responsibility for effective whole school administration organisational systems, working with a large degree of independence and significant accountability. Responsible for all financial processes, budget preparation with the Headteacher. Responsible for human resource issues and for premises related matters including building projects. Line management responsibility and a member of the school management team.

MAIN DUTIES

Administration

Responsible for the planning, development, design, organisations and monitoring of support services and whole school systems, procedures and policies.

Determine the need for and arrange provision, analysis and evaluation of data and detailed reports and information.

Responsible for the design and effective operation of all administrative and human resource procedures.

Development and ongoing monitoring of all management information systems.

Responsible for the commissioning and effective operation of an appropriate payroll system.

Responsible for the submission of all returns and relevant information, internal and external.

Attendance at School Management Team (SMT) as a member and at Governors meetings presenting reports as necessary.

Management of relevant SLAs/contracts in relation to provision of services and presentation of recommendations as a result of ongoing monitoring and evaluation of contracts to SMT/Governing Body.

Organisation

Identify the need for and be responsible for securing appropriate licenses and insurance.

Responsible for devising marketing and promotion strategies for the school.

Interpret matters of policy, procedure and statute to ensure the school's compliance and initiate appropriate action.

Provide specialist advice and guidance to SMT/Governing Body etc. on national and local guidelines, policy and statute etc.

To manage and resolve complex telephone and face to face enquiries in accordance with school policies and procedures.

To participate and assist in the organisation of examination invigilation as and when necessary.

Responsible for the organisation of school trips, visits by the school nurse, photographer, linked schools, parents etc. including insurance and risk assessments.

To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc.

To manage, when required, the Headteacher's diary including the arrangement of meetings, appointments etc.

Resources

Responsible for the effective management of all financial administrative processes ensuring compliance with financial regulations.

Identify the need for, select and manage resources including management of resource budget.

Responsible for the planning, expenditure, monitoring and evaluation of budgets.

Management of facilities including the use of major building premises and associated income.

Management of major building works and projects e.g. new developments including the development of work specifications and service contracts.

Responsible for the management of ICT network.

Responsible for securing sponsorship / funding and the preparation and submission of bids for financial grants.

Preparation of expenditure reports and estimates on development projects.

Responsible for the ongoing review of support staff structures.

Responsible for the negotiation of contracts for large scale purchases and bulk buying contracts in association with other schools as appropriate.

Management of Health and Safety in the school.

Support for the School

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities including performance management as required.

Line Management

Management responsibility for support staff including performance management, attendance, training and development.

Represent support staff at relevant meetings.

Note This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Personal Attributes

Communication & Influence

Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.

Team working

Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.

Organisational Awareness

Keeps up to date with educational developments, analysing and interpreting how this impact on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information.

Adaptability

Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.

Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.

Professional Values and Practice

Demonstrates high expectations for all pupils.

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Several years experience of working in an office environment at a management level.

Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.

Appropriate knowledge of First Aid.

Basic awareness of inclusion, especially within a school setting.

Qualification & Training

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.

NVQ Level 4 or Degree or equivalent qualification or experience.

Certificate or Diploma in School Business Management (or have started working towards this)

Requirement to complete Support Staff Induction Programme.

Requirement to complete First Aid at Work training.

Date Issued:

Line Manager Signature:

Employee Signature:
