



Crossacres Primary Academy

Job Description

Administration Manager/PA

Grade 6

The post holder will report to the Senior Management Team. Apart from other colleagues, the main contacts of the job are the head teacher, teaching staff, other support staff, pupils, parents, governors, LA and outside agencies

Main Purpose of the Job

To oversee an effective administrative service to the school, ensuring duties are assigned, cover is arranged and that staff have the abilities and skills to provide continuity of administrative and clerical support to facilitate the smooth management of operation of school administration.

To act as PA to the SMT in meeting the varied and changing administrative and organisational needs of the school.

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.

Main Duties and Responsibilities

1. To ensure visitors to the school receive a warm welcome and enquiries are dealt with efficiently.
2. To monitor staff performance against objectives through consultations and performance management arrangements, contributing to the development of training programmes / learning opportunities and managing performance.
3. To prioritise and organise own workload and that of the administration team to meet conflicting deadlines in consultation with the operational needs of the school.
4. With close liaison with the Senior Management Team, ensure that preparations for meetings are carried out by the administration team, for example photocopying training materials.

5. To respond independently to correspondence and produce complex and confidential reports, minutes and letters to a high standard.
6. To take a lead role for the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation and / or management structures in order to meet the needs of the school.
7. To manage the administration of pupil admissions. This will include formulating and organising waiting lists, managing all paperwork associated with inducting pupils into the school.
8. To maintain the pupil database in the SIMS system. Ensure that all information entered into SIMS is accurate and up to date.
9. To take part in training on the SIMS system to ensure that it is used to its full functionality to minimise administrative burdens.
10. To develop record/information systems which monitor and analyse issues relating to the day-to-day running of the school.
11. To provide administrative and organisational support to the Governing Body.
12. To complete and submit complex forms, returns etc, including those submitted to the LA and outside agencies.
13. To operate relevant equipment and complex ICT packages including SIMS, Publisher, PowerPoint and Excel programmes.
14. To provide advice and guidance to staff, pupils and others.
15. To be responsible for expenditure relating to the administration support budget including regular audit of resources within the administration function.
16. To be responsible for administration of school cash where appropriate, including banking arrangements and safe management in line with financial regulations.
17. To assist with the management of Health and Safety within the school.
18. To undertake the recruitment of support staff and in managing associated employment procedures.
19. Ensure accuracy and confidentiality of information produced relating to the administration of the school.
20. To comply and assist with the development of policies and procedures relating to safeguarding, health and safety, security, confidentiality and GDPR, reporting all concerns to an appropriate person as soon as they arise.

21. To be aware of and support difference and to ensure equal opportunities for all.
22. To contribute to the overall ethos, work and aims of the school.
23. To establish constructive relationships and communicate with other agencies and professionals.
24. To attend and participate in regular meetings.
25. To participate in training and other learning activities and performance development as required.
26. To recognise own strengths and areas of expertise and use these to advise and support others.
27. To converse at ease and provide advice in accurate spoken English is essential for the post.
28. To undertake any other duties as when required.

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.

Person Specification

Administration Manager / PA

Grade 6

For this job we are looking for:

Significant experience of working in and managing the work of a team of administrative support staff.

Experience of development, management and operation of administrative systems
Possess a high standard of numeracy and literacy skills.

Good skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement.

Successful experience of implementing, developing and maintaining effective administrative systems in a busy office environment.

Ability to organise own workload and that of others to meet conflicting deadlines within fixed timescales.

Good communication skills, for effective interaction with other staff colleagues, pupils and the wider community.

Good written communication skills.

Experience of management of a small budget and collating financial data.

Knowledge of project management and monitoring strategies.

Ability to adapt to challenging situations and respond appropriately using negotiation and influencing skills to achieve objectives.

Excellent ICT skills and ability to effectively operate various software packages and information technology systems.

Have a knowledge and awareness of the legislative framework of schools and education.

Willingness to undergo minor first aid training.

Ability to relate well to children and adults.

To be able to work constructively as part of a team, understanding school roles and responsibilities and your own position with these.

Have the ability to self-evaluate your learning needs and actively seek learning opportunities.

The role holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

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 and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).