

Job details	
Job title	Federation <u>Administration</u> Manager
School	All Angels' Federation
GR Number	
Grade	G
Responsible to	Head Teacher
Responsible for	Administrative and clerical staff and site staff, where appropriate.
Effective date	February 2022

Role and context
<p>Job purpose</p> <ul style="list-style-type: none"> To provide an efficient and effective secretarial service to the Head Teacher and other teaching staff. To assist the Head Teacher with the school's administrative, HR and clerical functions in providing a high standard of administration within the school. To control the school's administrative information systems, ensuring that these functions support the management of the school in an efficient and effective manner. Assist with the planning and development of policies and procedures within the school and particularly those services that reduce the administrative workload of teaching staff in the school. To be a line manager for administrative, clerical and site staff where required.
<p>Context</p> <p>Job family: Administration (also within a Federation).</p>
<p>Other Job Information (e.g. any special factors or constraints)</p> <p>In addition to the responsibilities of secretary level 1 (GR9028), is required to:</p> <ul style="list-style-type: none"> Control the school's administrative information systems (implement and maintain rather than simply updating them with information and running off reports as seen at the lower level), ensuring that these functions support the management of the school in an efficient and effective manner and identifying areas where shared practices benefit a wider area, such as a Federation. Assist with the planning and development of policies, working practices, procedures within the school, and across the Federation where applicable, and particularly those services that reduce the administrative workload of teaching staff. To provide efficient and effective administrative support to the Head Teacher and senior leaders in specific areas, such as HR, attendance administration/monitoring, pupil admissions and GDPR related matters. Establish, manage and use effective methods to review and improve administrative and site systems in areas such as annual processes and reporting to ensure systems are streamlined to maximise efficiency and workload for wider administrative team.

Role and context (Continued)

Other Job Information (e.g. any special factors or constraints) (Continued)

- Assist in the preparation of financial data relating to specialist areas, such as staffing and liaise with the external finance services provider as required. (This involves more than following direct instructions from the Head Teacher on what to include in the budgets, is actually taking responsibility for budget preparation in the relevant area).
- Monitor expenditure and provide regular monitoring reports and relevant accounting statements to the Head Teacher and Governing Body.
- Is competent at working with IT and office systems including specialist school IT systems, such as Office 365. Requires an appropriate administrative qualification at NVQ3 or has the equivalent relevant experience.
- Assist with information security and data protection across the schools, increase understanding with the business of Information Security and Data Protection, drive best practice and help ensure compliance.
- To help promote data protection awareness throughout the organisation by providing guidance and written procedures that are made available to all staff, working closely with the Finance, Office and ICT teams.
- To assist with effectively publicising the school's compliance to data subjects (e.g. parents, students) informing them of both the school's policies and their legal rights.
- To provide support for the site staff, especially with the administrative aspects.

Principal Accountabilities

Accountability	Order of importance (1 = most important etc)
To supervise administrative and clerical staff and where appropriate site staff.	1
To act as Personal Assistant to the Head Teacher, dealing with enquiries as appropriate and associated secretarial duties. Provide such support to other staff as determined by the Head Teacher.	2
To word process letters, reports, memoranda and other documents using appropriate equipment, including ICT, office management systems and audio equipment. This will include material of a confidential nature.	3
Use ICT system to develop and maintain an effective database to include information on pupils, staff and financial matters and to provide a desktop publishing service to produce high quality promotional documents and materials for curriculum support and pupil assessments. Operate other ICT packages as necessary.	4
To receive and relay promptly any telephone or other messages, dealing initially with all enquiries. To liaise, as required, with Governors, parents and local authority personnel, etc.	5

To undertake the secretarial duties for school management and staff committees. Duties can include word processing and distribution of reports and minutes.	6
To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.	7

Principal Accountabilities (Continued)	
Accountability	Order of importance
To undertake general administrative and clerical duties which could include:- a) Completion of statistical returns, assessment results and other returns to LEA and the DfES; b) Maintaining and monitoring pupil records with particular reference to pupil absence, admission, transition and transfer. Maintaining pupil reports, using assessment information supplied by teaching staff; c) School trips, travel and meal arrangements, including FSM.	8
To maintain an efficient filing system and to undertake reprographic duties and associated tasks. These may include routine maintenance of the photocopier and use of audio/visual equipment.	9
To assist with the administrative arrangements relating to staff contract management, throughout the Federation where applicable.	10
To assist the Head Teacher in monitoring staffing contracts by examining and checking information used by the County Council and assisting in the preparation of financial statements to assist with budgetary purposes.	11
To help maintain and control the school's operational information systems.	12
Assist in the preparation of financial information relating to staff and liaise with the external finance services provider as required.	13
To monitor expenditure and provide regular monitoring reports relating to staff to the Head Teacher and Governing Body.	14
Where required to attend Governors' meetings to assist with minute taking and the preparation of relevant reports, such as exclusion panels.	15
To implement requests for training and maintain efficient training/CPD records for all staff.	16

Principal Accountabilities (Continued)	
Accountability	Order of importance
Ensure the accurate completion of staff contracts, salary claim forms for all categories of staff within the school, making sure the correct forms are used in each case and obtaining the necessary authorisation, and forwarding them to the external personnel services provider.	17

Complete and submit the monthly staff return, the termly reminder detailing staffing changes, and maintain sickness absence data, completing sickness insurance returns as necessary. Regularly update contract changes and ensure they are correctly implemented.	18
Maintain confidential staff records in the school and assist staff with any pay related issues.	19
Liaise with appropriate providers concerning the placement of recruitment advertising and supporting the recruitment process within the school by responding to requests for information, dealing with the arrangements for interviews and assisting with pre-employment checks.	20
Liaise with the external personnel services and payroll providers concerning any staffing changes within the school, maintain up to date supply list of teachers and teaching assistants, contract supply staff and assist with monitoring specific areas of staffing cover in the school.	21
To maintain an overview of medical procedures/administer medicine and inhalers where required and to carry out First Aid in cases of accidents/injuries and look after sick staff/pupils, while arrangements are made. To carry out associated administrative work, including contact with parents and completion of accident forms. To make the necessary arrangements for routine medical and dental inspections in the school and take part in any necessary training. The carrying out of specific medical procedures/administration of medicines and inhalers must be in line with agreed school procedures and statutory guidance on supporting pupils at school with medical conditions. Ensuring appropriate ratio of staff fully trained and training organised where necessary.	22
To provide general advice and guidance to staff, pupils and others on administrative matters and health concerns.	23
To undertake any other duties that are within the grade and scope of the post as determined by the Head Teacher. These additional duties may include, when essential, appropriate tasks normally undertaken by other support staff.	24

Person specification
Qualifications
<ul style="list-style-type: none"> • NVQ 3 or equivalent qualification or experience in relevant discipline. • Very good numeracy/literacy skills.
Experience
<ul style="list-style-type: none"> • Experience of development, management and operation of administrative and financial processes. • Experience of working in a school is preferred.
Skills/knowledge
<ul style="list-style-type: none"> • Strong organisational, interpersonal and communication skills. • Ability to use own initiative to identify issues, problem solve and implement solutions. • Ability to interpret information and devise policy or practice.

- Ability to work quickly and efficiently without supervision.
- Ability to communicate clearly and effectively both in writing and orally with a wide range of audiences.
- Effective use of ICT and other specialist equipment/resources.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Very good ICT skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning and activity seek learning opportunities.

General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

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