

JOB DESCRIPTION

JOB TITLE: Admin/Organisational Support – Role E

SECTION: Schools

1. PURPOSE OF JOB

Responsible for / manages the operation and delivery of support services within the school; the planning, development and monitoring of support services and management of support staff, including commissioning and delegation of relevant activities. A member of the school's management team.

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- **Responsible for** the planning, development, design, organisation and monitoring of support services and whole school systems / procedures / policies
- Keep operating procedures under review to identify areas of potential development and / or improvement and make recommendations
- **Manage support staff; responsible for the creation and implementation of recruitment / induction / appraisal / training / monitoring systems for support staff. Represent support staff at relevant meetings**

Administration

- **Develop and monitor** management information systems
- Ensure that all administrative activities are carried out in accordance with school policy and procedures
- **Determine the need for and arrange provision**, analysis and evaluation of data and detailed reports / information
- Provide or oversee secretarial services to the Head Teacher, including maintaining confidential records, diary keeping and assisting visitors as required and producing and responding to complex correspondence
- Provide organisational and complex advisory support to other staff
- Attend and contribute to Governors' meetings
- **Responsible for the design and effective operation of administrative procedures**
- **Responsible for completion and submission of relevant information to SMT**, the Governing Body and outside agencies, e.g. DfES

- **Commission appropriate Payroll systems and be responsible for their effective operation**

Resources

- **Identify the need for**, select and manage resources, including management of resource budget
- **Responsible for the appropriate deployment of staff**, including recruitment
- Establish work programmes and set work priorities for staff and resolve problems as required
- Monitor work performance, identify staff training needs, evaluate effectiveness of training and keep accurate records.
- **Responsible for the provision of specialist advice and guidance to SMT / Governing Body etc on national and local guidelines / policy / statute etc**
- **Interpret matters of policy / procedures / statute and ensure the school's compliance and initiate appropriate action arising**
- **Responsible for the appropriate deployment of staff**, including recruitment
- **Responsible for the provision of specialist advice and guidance to SMT / Governing Body etc. on national and local guidelines / policy / statute etc.**
- **Interpret matters of policy / procedures / statute to ensure the school's compliance and initiate appropriate action arising**
- **Manage procurement** and be responsible for securing relevant sponsorship
- **Develop work specifications** and manage service contracts
- **Identify the need, and be responsible for**, securing appropriate licences and insurance
- **Responsible for devising marketing and promotion strategies for the school**
- **Responsible for the management of** facilities including use of premises and associated income and **major** building works and projects etc, e.g. new development
- **Responsible for the effective management of** financial administration procedures, including responsibility for compliance with financial regulations
- **Responsible for** planning, monitoring and evaluation of budget
- Responsible for the management of expenditure from the school budget
- Responsible for the management of Health & Safety within the school
- **Manage procurement**
- Develop work specifications and manage service contracts
- **Identify the need and be responsible for securing appropriate licences and insurance**
- Oversee ordering procedures and purchasing of supplies / materials / services ensuring levels are maintained, including **compliance with tendering procedures as necessary**
- **Responsible for devising marketing and promotion strategies** for the school
- Ensure inventory checks are undertaken and appropriate records of furniture / equipment are maintained, authorising repair / replacement as necessary
- **Responsible for the management of** facilities including the use of premises, lettings and associated income and major building works and projects etc, e.g. new development
- **Responsible for the effective management of complex financial procedures, including:**

- **ensuring compliance** with financial regulations
- **planning, monitoring and evaluating** the budget plan
- management of expenditure **of the school budget**
- **development and effective management** of School's Private Funds
- designing and setting up appropriate systems for monitoring income, expenditure, cash flows and deposits, in accordance with procedures
- producing and presenting reports for Head Teacher and Governors, interpreting information for non-specialists
- **preparing and presenting** information as required to a range of bodies, e.g. auditors
- reconciling financial records with bank statements and computerised printouts, bringing any significant anomalies / discrepancies to the attention of line manager
- **preparing, or overseeing the preparation of, financial statements, commitment accounts and any other financial activities within the school, devising financial systems to meet local needs when necessary**
- **devising and maintaining local systems of recording and monitoring and ensuring information is readily available through computer network**
- **acting as final authorising officer for financial transactions**
- **Responsible for the management of Health & Safety within the school, including acting as advisor and administrator on H&S issues to Governors**

Responsibilities

- Comply with and assist in the development of related 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 and equal opportunities for all
- Contribute to the **development and implementation** of the overall ethos / work aims of the school
- Develop constructive relationships and communicate with other agencies / professionals
- Share expertise and skills with others
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: **Admin/Organisational Support Role E**

CRITERIA	ESSENTIAL CRITERIA
Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none">• NVQ Level 4 or Degree or equivalent qualification or experience in relevant discipline• Good knowledge and understanding of relevant ICT packages, including the school's specialist software / equipment / resources• Full working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation
Experience	<ul style="list-style-type: none">• Several years demonstrable experience of working in an office environment at a management level
Skills & Abilities	<ul style="list-style-type: none">• Excellent numerical skills to undertake a variety of tasks, e.g. writing financial reports for external sources, budget monitoring and planning• Excellent literacy skills to undertake a variety of tasks, e.g. contributing to the development and review of relevant school policies and procedures, personnel records, applying for government funding• Skilled in the use of specialist equipment / resources as required• Able to relate well to children and adults, including Governors, often on behalf of the Head Teacher, e.g. dealing with visitors, passing information / messages to other staff, providing advice• Able to provide advice and guidance to senior staff / Head Teacher / Governors on technical and specialist financial information and influence school policy on such matters• Some need to use analytical, judgmental, creative and developmental skills, e.g. when assessing possible impact of forthcoming legislation on the school, when designing and setting up appropriate systems and producing financial information for line managers / auditors• Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with the more sensitive issues• Able to maintain confidentiality• Able to work accurately and with attention to detail

- Alertness and concentration, e.g. producing financial reports and forecasts, presenting information
- Able to undertake short term planning, e.g. managing own workload, overseeing the work of others, ensuring deadlines are met
- Able to undertake medium term planning, e.g. for recruitment and selection
- **Able to contribute to long term planning, e.g. in the area of financial forecasting, budget distribution, school needs for non-teaching staff in terms of pupil numbers, planning for major building works etc**
- **Able to identify future problems and adopt a proactive approach to ensure changing legislation is met**
- Able to manage own workload and work of team to ensure financial and other deadlines are met through the completion and return of necessary documents
- Able to identify potential difficulties / issues, analyse them and make recommendations
- Able to **persuade**, negotiate and influence others, including external agencies, e.g. suppliers of goods or services
- **Able to persuade, motivate, negotiate and influence own staff**
- Able to prepare reports for Head Teacher / Governors
- Able to prepare a range of financial information / documents / invoices, including those for external agencies
- Able to check and reconcile expenditure and income information on computerised system against financial printouts
- Able to prepare annual estimates of expenditure, the annual budget and monitor expenditure
- Able to present information at meetings for budgetary decision
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to self evaluate learning needs and actively seek learning opportunities
- **Able to manage a multi-disciplinary team effectively**
- Able to plan and develop systems

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.