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| **Role** | **Grade** | **Location** | **Reports to** |
| Administration Manager | Grade 6  | Pioneer House High School | Headteacher |

**Main purpose of the job**

To oversee an effective administrative service to the school, developing systems and procedures and setting standards.

To operate as a local trouble-shooter, ensuring the school runs effectively in all operational areas, liaising with Trust colleagues and functional experts as needed.

To act as PA to the Senior Leadership Team 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 wellbeing.

**Key relationships**

Operational staff colleagues within the Prospere Learning Trust, the Headteacher and Senior Leadership Team (SLT), School Business Manager, teaching staff, other support staff, pupils, parents, governors, Local Authority and outside agencies.

**People management**

* Full line management of school administrators including recruitment, probationary period management, performance management, absence management and staff development

**Main accountabilities**

* To respond independently to correspondence and produce complex and confidential reports, minutes and letters to a high standard and to proof read documents as needed
* 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
* Ensure accuracy and confidentiality of information produced relating to the administration of the school and provide administrative support to governance procedures as necessary
* To develop record/information systems which monitor and analyse issues relating to the day-to-day running of the school
* To play a key role in ensuring quality home school communication; setting clear standards in all aspects and utilising technology to support as appropriate
* To assist with school administrative duties including pupil records, examination invigilation, data analysis and pupil admissions, as part of the agreed system for the school where appropriate
* To complete and submit complex forms, returns etc., including those submitted to the LA and outside agencies
* To operate relevant equipment and complex ICT packages to support the full range of school administrative functions
* To liaise with IT staff to ensure highly effective use of IT systems and to champion their effective use locally.
* To liaise with Estates and Facilities staff to ensure highly effective management of facilities including premises, health and safety, lettings, building and projects
* To liaise with Finance staff and be responsible for administration of the school cashless system and school cash where appropriate, including banking arrangements and safe management in line with financial regulations
* To assist with routine accounting duties as required by the SBM
* To be responsible for expenditure relating to the administration support budget including regular audit of resources within the administration function
* To liaise with onsite catering staff regarding the effective delivery of the catering service, including cashless catering system, accurate recording of free school meal students, management of student debts, hospitality service and overall service development
* To undertake first aid training, coordinate first aid provision throughout the school and ensure full compliance with the administration of medicines policy
* 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
* To support the Senior Leadership Team in the smooth execution of both their professional calendar and the overall school calendar

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Promote and act in accordance with the Code of Conduct and key policies including the Trust’s Safeguarding Policy, Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Demonstrate a commitment to continuous professional development
* Carry out duties other than those listed in the job description at an appropriate level, where the post holder has appropriate qualifications and has received appropriate training

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| **Person specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** |
| Relevant Business Administration qualification | Desirable | Application |
| **Knowledge and Experience** |
| High standard of numeracy and literacy skills ensuring effective written communication and reporting  | Essential | Application, Task |
| Significant experience of working in administration and managing the work of a team of administrative support staff | Essential | Application, Interview |
| Successful implementation, development and maintenance of effective administrative systems in a busy office environment | Essential | Application, Interview |
| Ability to adapt to changing workloads and to effectively prioritise own workload and to support team members to do the same | Essential | Application, Interview |
| Excellent IT skills and ability to operate various software packages and IT systems | Essential | Application, Task |
| Understanding of school leadership structures and frameworks, the role of governing bodies and relevant external agencies | Desirable | Application, Interview |
| **Behaviours and Values** |
| Effective staff motivation and development, including establishment of a positive performance management culture  | Essential | Application, Interview |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation | Essential | Application, Interview |
| Proactive approach to tackling issues, using own initiative to trouble shoot issues independently | Essential | Application, Interview |
| To be flexible and able to adapt and prioritise appropriately  | Essential | Application, Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Application, Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills  | Essential | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders  | Essential | Application, Interview, Student Panel |
| Able to evaluate a situation and make an informed decision | Essential | Application, Interview |
| Maintain and develop agreed quality standards | Essential | Application, Interview |