Northumberland County Council

 **JOB DESCRIPTION**

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| **Post Title:** Senior Admin and Support Manager | **Director/Service/Sector :** Children’s Services | **Office Use** |
| **Band:** 5 | **Workplace: St Aidan’s RC Primary School** | JE ref: SG15HRMS ref: |
| **Responsible to:** Senior member of School Management team  | **Date: February 2017** | **Manager Level:** |
| **Responsible for:** Management of all support staff |
| **Job Purpose:** Responsible for/manage the operation and delivery of support services within the school. Responsible for/manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of the school’s management team. |
| **Resources** | Staff | Supervision of a number of staff  |
| Finance | Money Handling and Banking, Managing and Evaluating Budgets and Procurement Protocols. |
| Physical | Office Equipment, School Buildings, Accuracy and Security of Databases |
| Clients | Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public) |
| **Duties and key result areas:****Organisation**1.      Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies2.      Line Management responsibilities:3.      Manage support staff4.      Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff5.      Represent the support staff at relevant meetings**Administration**1.      Develop and monitor management information systems2.      Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information3.      Be responsible for the design and effective operation of administrative procedures4.      Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DfES5.      Commission appropriate Payroll systems and be responsible for their effective operation**Resources**1.      Identify the need for, select and manage resources, including management of resource budget2.      Be responsible for the appropriate deployment of staff, including recruitment3.      Be responsible for the provision of specialist advice and guidance to SMT/Governing Body etc. on national and local guidelines/policy/statue etc. 4.      Interpret matters of policy/procedure/statute to ensure the school’s compliance and initiate appropriate action arising5.      Manage procurement and be responsible for securing relevant sponsorship6.      Identify the need, and be responsible, for securing appropriate licences and insurance7.      Be responsible for devising marketing and promotion strategies for the school8.      Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development9.      Develop work specifications and manage service contracts10. Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations11. Be responsible for planning, monitoring and evaluation of budget12. Be responsible for the management of expenditure from the school budget13. Be responsible for the management of Health & Safety within the school**Responsibilities**1.      Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security,  confidentiality and data protection, reporting all concerns to an appropriate person2.      Be aware of and support difference and ensure equal opportunities for all3.      Contribute to the development and implementation of the overall ethos/work/aims of the school4.      Develop constructive relationships and communicate with other agencies/professionals5.      Participate in training and other learning activities and performance development as required6.      Recognise own strengths and areas of expertise and use these to advise and support others7.      To undertake other duties and responsibilities as required commensurate with the grade of the postThis school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: |  |

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**PERSON SPECIFICATION**

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| **Post Title:**  **Senior Admin and Support Manager**  | **Director/Service/Sector: Children’s Services** | **Ref:** SG15 |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| NVQ Level 4 or equivalent qualification in a relevant disciplineExcellent numeracy and literacy skills | Degree or equivalent in a relevant disciplineNVQ Level 2 qualification in literacy and numeracy | (a) |
| **Experience** |
| Working in a business environment at a managerial levelExperience of working with other agencies and professionalsExperience of formulating and implementing policy and procedures. | Working in an educational establishment at managerial levelExperience of managing budgetsExperience of managing a multidisciplinary team | (a), (i) |
| **Skills and competencies** |
| Ability to motivate and influence othersExcellent ICT skillsVery high level of interpersonal skills, particularly:* Negotiation skills
* Listening skills

Ability to relate to both adults and childrenAbility to self-evaluate learning needs and actively seek out learning | To have had experience of ICT packages used in schools and be able to operate them with confidence e.g. SIMS, Oracle | (a), (i) |
| **Other** |
| Willingness to participate in personal development  | Evidence of learning beyond the work place | (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation,

(o) others e.g. case studies/visits