**Consett Infant School**

**Job Description – Senior Administrative Manager**

**Hours of duty – 37 hours per week**

**Description of Duties**

The Senior Administrative Manager at Consett Infant School will, under the direction of the Head Teacher, be responsible for the school office and administrative systems which underpin the smooth and efficient day to day running of the school. This will include:-

1. **Management**

* Undergo relevant/necessary training to maintain personal expertise
* Plan, develop, oversee and monitor administrative systems, policies and procedures which maximise the efficient running of the school and are in accordance with LA guidance
* Manage and supervise lunch staff where appropriate
* Provide support, advice and guidance on admin issues to staff, governing body and others
* Have shared responsibility with the Head Teacher for financial processes and budget. Manage service contracts, school licenses and insurance
* Prepare and complete documentation and returns in relation to admissions and registration procedures and transfers to other schools
* Prepare requisition orders and process invoices. Check deliveries and deal with any discrepancies/damages
* Produce and respond to correspondence under the direction of the Head teacher
* Open and distribute mail attend to daily email and extranet. Deal with telephone/fax enquiries
* Liaise with staff, pupils, parents/carers, and external agencies in the absence of the Head teacher. Develop and maintain record and information systems.
* Dual responsibility with the Head teacher for Health and Safety procedures, staff training and management, including the updating of the risk register and submission of appropriate records to LA/relevant bodies

1. **Parents and Visitors**

* Greet parents/visitors, dealing with their enquiries and make appointments
* Deal with day to day issues and manage sensitive and confidential situations and information, having an empathetic approach to children, parents and staff
* Induct students and volunteers in the absence of the Head Teacher

1. **Personnel**

* Maintain and update the school’s staffing data base
* Administration of sickness and leave of absence
* Organisation of supply cover
* Liaison with caretaker on school maintenance and ordering of equipment
* Take responsibility for correspondence with HR

1. **Pupils**

* Create and update pupil records in SIMS.NET
* Update assessment information in SIMS.NET and produce relevant analysis information for staff and improve recording and reporting systems of pupil attainment
* Work with the SENCO to record SEND data
* Work with the Child Protection manager to record and monitor safeguarding information
* Complete the necessary census returns for the LA
* Ensure the SCR is updated and all relevant documentation in place

1. **School Finance**

* Monitor expenditure levels to assist with budget setting e.g. historic spending of curriculum budget, pupil/sport premium money etc
* Have shared responsibility with the Head Teacher for the production of and development of all school finance systems
* Have shared responsibility with the Head Teacher for the maintenance of all financial accounts and the preparation of financial statements for the Head teacher and governors as required
* Collect and reconcile any monies e.g. dinner money, school fund, uniforms, school trips etc and process school meals administration
* Have responsibility for the day to day management of the FMS process and provide advice for the Head teacher on the manipulation of funds and reconciliations
* Have responsibility for ensuring that the school meets the SFVS standards and audit requirements

1. **School Action**

* Act in a PA role for the Head teacher when dealing with outside agencies
* Responsibility for stock control
* Carry out the administrative aspects of school initiatives as specified by the Head Teacher

1. **School’s Computer System**

* Be responsible for the school’s administration computer system
* Maintain the diary area of the school website and upload any other documentation required