

JOB DESCRIPTION

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| Post Title: Senior Admin and Support Manager | Director/Service/Sector : Children's Services | | Office Use |
| Band: 5 | Workplace: | | JE ref: SG15 HRMS ref: |
| Responsible to: Senior member of School Management team | Date: | 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) | |
| <u>Duties and key result areas:</u> | | | |
| Organisation <div>1. Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies</div> <div>2. Line Management responsibilities:</div> <div>3. Manage support staff</div> <div>4. Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff</div> <div>5. Represent the support staff at relevant meetings</div> | | | |
| Administration <div>1. Develop and monitor management information systems</div> <div>2. Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information</div> <div>3. Be responsible for the design and effective operation of administrative procedures</div> <div>4. Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DfES</div> <div>5. Commission appropriate Payroll systems and be responsible for their effective operation</div> | | | |
| Resources <div>1. Identify the need for, select and manage resources, including management of resource budget</div> <div>2. Be responsible for the appropriate deployment of staff, including recruitment</div> | | | |

3. Be responsible for the provision of specialist advice and guidance to SMT/Governing Body etc. on national and local guidelines/policy/statute etc.
4. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
5. Manage procurement and be responsible for securing relevant sponsorship
6. Identify the need, and be responsible, for securing appropriate licences and insurance
7. Be responsible for devising marketing and promotion strategies for the school
8. Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc.
e.g. new development
9. Develop work specifications and manage service contracts
10. Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
11. Be responsible for planning, monitoring and evaluation of budget
12. Be responsible for the management of expenditure from the school budget
13. 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 person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the development and implementation of the overall ethos/work/aims of the school
4. Develop constructive relationships and communicate with other agencies/professionals
5. Participate in training and other learning activities and performance development as required
6. Recognise own strengths and areas of expertise and use these to advise and support others
7. To undertake other duties and responsibilities as required commensurate with the grade of the post

This 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

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| Transport requirements: Working patterns: Working conditions: | |
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Northumberland County Council
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 discipline Excellent numeracy and literacy skills | Degree or equivalent in a relevant discipline NVQ Level 2 qualification in literacy and numeracy | (a) |
| Experience | | |
| Working in a business environment at a managerial level Experience of working with other agencies and professionals Experience of formulating and implementing policy and procedures. | Working in an educational establishment at managerial level Experience of managing budgets Experience of managing a multidisciplinary team | (a), (i) |
| Skills and competencies | | |
| Ability to motivate and influence others Excellent ICT skills Very high level of interpersonal skills, particularly: <ul style="list-style-type: none"> Negotiation skills Listening skills Ability to relate to both adults and children Ability 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