



**LEADING THE WAY**  
FOR GENERATIONS



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<b>Job Title:</b>	Admin 3
<b>Responsible to:</b>	Headteacher and CEO of the Partnership
<b>Scale:</b>	Grade 3 Scale points 9 to 13
<b>Core purpose:</b>	<p>Responsible for the smooth running of the school by organising and supervising administrative systems and/or finance function within the school.</p> <p>This job description will be reviewed regularly to reflect, or anticipate changes to the job commensurate with the salary and areas of responsibility.</p>
<b>The post holder will:</b>	<ul style="list-style-type: none"><li>• support the implementation of the Partnership's vision and values;</li><li>• ensure that both the Partnership's and individual school's policies are promoted and adhered to;</li><li>• contribute in the Partnership to developing a learning culture with high expectations in a safe and secure learning environment;</li><li>• foster effective relationships with parents/carers and students in the Partnership.</li></ul>
<b>Specific responsibilities:</b>	<ul style="list-style-type: none"><li>• Liaise with staff, pupils, parents/carers and external agencies</li><li>• Manage service contracts, school licences and insurance</li><li>• Contribute to marketing and promotion of the school</li><li>• Manage lettings and the use of premises and associated income</li><li>• Develop and maintain record and information systems</li><li>• Undertake analysis and evaluation of data, and produce ad hoc detailed reports and information</li><li>• Responsible for completion and submission of forms, returns etc., including those to outside agencies.</li><li>• Manage and monitor the school's financial processes and budgets</li><li>• Responsible for the planning, development, design, organisation and monitoring of support systems, procedures and policies</li><li>• <i>Responsible for</i> aspects of line management of administrative, premises and lunchtime staff as appropriate.</li><li>• Liaise between school leadership team, teaching staff and support staff.</li><li>• Responsible for the production of detailed reports and information as required.</li><li>• Produce, and respond to correspondence as directed by Head Teacher.</li><li>• Provide support, guidance and advice to the school leadership team.</li></ul>



- Provide administrative support to the Governing Body.
- Liaising with Senior Headship, Trust and Local Authority with regard to the preparation of contracts and ensuring DBS and relevant safer recruitment documents are completed.
- Ensuring that the personnel database is up to date at all times.
- Ensuring that staff files are maintained and up to date at all times.
- Ensuring that the single central record is up to date and accurate at all times.
- Responsible for submitting of monthly timesheets for staff and supply teachers.
- Responsible for the maintenance of the school diary.
- Responsible for the management of expenditure within an agreed budget.
- Maintain accurate, auditable records to monitor activity of Private Account Funds and to notify fund holders.
- Responsible for undertaking regular reconciliation and balancing of the Private Account with bank statements.
- Responsible for the production of an annual balance statement for external auditing purposes.
- Responsible for the counting, receipt (excluding School Meals) and banking of all money in accordance with the Trust's processes and procedures.
- Ensure the correct allocation to cost centre of all expenditure and income and the subsequent reporting to budget holders ensuring that they are aware of any over or under spend, projected or actual.
- Responsible for ensuring the preparation and maintenance of such reports, records and accounts as are required in conjunction with the school's computerised accounting systems (SIMS and data management system).
- Responsible for ensuring that the best possible prices are secured from suppliers via a system of Tenders and Quotations and check on delivery.
- Responsible for ensuring the ordering of supplies and equipment for the school including issuing of invoices and ensuring settlement of accounts.

#### **Duties common to Admin 2:**

- Responsible for being the first point of contact for the Head Teacher and school, welcoming visitors and parents to the school and answering telephone calls, post etc including responsibility for managing the school administration office.
- Operate SIMS and finance systems.
- Prepare and complete documentation and returns in relations to admission and registration procedures and transfers to Secondary Education including, but not exclusively, common Transfer Procedures, weekly and monthly electronic registration returns including the monitoring and reporting of un-authorised absences, staff attendance and absences.
- Responsible for the initiation of First Day Calls – contacting the parents/guardians of pupils that have an unauthorised absence from school during the morning of their first day of absence.



- Supports the Head Teacher in working towards FMSIS Standard and maintain procedures and documentation thereafter.
- Responsible for liaising with kitchen staff, lunch time supervisory assistants, caretaker and cleaners including the reporting of and monitoring of repairs to fabric and equipment.
- Liaise with all feeder and other primary schools when children transfer including common transfer and transfer of school records.
- Responsible for the preparation and collation of school reports to ensure these are delivered to pupils on time and in professional manner.
- Responsible for the production of minutes for staff meetings and briefings and taking minutes in special circumstances to ensure full records are kept of all such meetings.
- Responsible for ensuring all database systems used within the school are kept up to date and current to ensure contact can be made when necessary with all members of staff and pupils.
- Manage, distribute and check yearly indemnity forms, following up any none returns.
- Responsible for maintenance of stock/asset registers for the school and manage annual stock checks.
- Responsible for the co-ordination of whole school documentation e.g. governor's reports, staff handbook, etc.
- Responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the school and all Trust and Authority processes and procedures are followed.

#### **Duties common to all Admin posts:**

- Responsible for the collection of money from pupils in relation to school visits, dinner money etc. and to facilitate the banking of money received.
- Inform parents/carers of pupils reported ill whilst on school premises and ensure that records are kept.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- Maintain accident records as required.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher/CEO.



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### **Developing Self and Working with Others:**

- Take part in an annual staff performance review with line manager.
- To create and maintain good working relationships among all members of the Partnership community.
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice.
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- 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 to ensure the School complies with all current legislation.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

### **Variation in the role:**

Given the dynamic nature of the role and structure of Stanley Learning Partnership, it must be accepted that as the Partnership's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

### **Equality and diversity:**

Stanley Learning Partnership is committed to equality and diversity and will take action to discharge this responsibility. Many of the actions, however, will rely on individuals embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Partnership's initiatives on Equality and Diversity which will include development and training designed to enhance practices and the experiences of staff, students and visitors to Stanley Learning Partnership and the schools within it, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action being considered.

### **Safeguarding:**

Stanley Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this



commitment. Failure to embrace these commitments may lead to formal action being considered.

**Confidentiality:**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets.

**Induction:**

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.