



**Burnside
College**



Administration Manager Application Pack

Burnside College
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2019-2022





Dear Colleague,

Thank you for your interest in joining our team.

Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

The school has been through a considerable period of change in recent years in order to raise standards and provide the best possible quality of education for our pupils. We were delighted that this was recognised in our 2020 Ofsted inspection. Burnside College was acknowledged to be a good school in all areas with outstanding sixth form provision. Staff are proud to work at our school and proud of the young people in our community.

These improvements have been secured through a real team effort between school leaders and staff. We have a relentless focus on teaching and learning and ensure we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

There is an expectation at Burnside that staff will be determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart. In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for NQTs and early years teachers. School leaders are considerate of the workload and wellbeing of staff. And the school provides good career progression opportunities.

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

Mr D Jamieson
Headteacher

The Role: Administration Manager

Type of Contract:	Full Time Permanent, 52/52 contract
Salary/Scale:	Grade 8 - £27,741 - £31,346
Start Date:	As soon as possible
Closing Date for Applications:	9am Friday 24th September 2021
Interview Date:	Week commencing Monday 27th September 2021

The college is seeking to appoint an experienced Administration Manager to oversee the efficient running of the administration function including a busy reception desk.

This role would suit a highly motivated person who is skilled at managing a diverse and busy workload. The core purpose of the role is to uphold our fundamental standards of **pride, respect** and **achievement** with **all stakeholders** and in doing so will ensure high standards of administrative support is available.

The Administration Manager will be responsible for:

- Line managing a team of Administration Assistants, coordinating workflow, staff deployment and ensuring professional development which ensures a consistently high standard of practice
- Ensuring high levels of communication with parents and other stakeholders
- Ensuring that information coming into the school is handled promptly and appropriately
- Building positive relationships with students, parents and carers through our reception service
- Managing a large and varied workload to ensure that requests for administrative support can be met
- Managing daily cover arrangements, identifying effective solutions, liaising with supply agencies and planning ahead for known events that require cover
- Recording staff absence and producing absence data for the Head Teacher and governors
- Booking and maintaining records of courses attended and CPD events
- Completion of administrative tasks relating to the recruitment process
- Making changes to staff and student timetables through SIMS and NovaT

This post is a 52/52 contract as it will require some work outside normal school hours and during school holiday periods. This will be planned as far as possible in advance and will allow all personal holidays to be taken during school holiday periods.

The Administration Manager is required to start work at 7.30am to deal with staff absence and ensure cover arrangements are put in place.

Purpose of the role (job statement)

To manage the operation and delivery of support services. This will include responsibility for the planning, development and monitoring of support services. The management of staff and associated resources, including commissioning and delegation of relevant activities and responsibility for financial processing in accordance with financial regulations.

The postholder may also be required to undertake some of the specialist duties.

Main duties:

The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- to take the overall responsibility for the organisation and provision of clerical and administrative support, pertaining to the service area, including.
- take a lead role in the development and maintenance of management information systems / office systems, producing and responding to complex correspondence, ensure staffing levels are maintained at a satisfactory level.
- to develop work specifications and where necessary take the lead on the contract procurement process including service level agreements in accordance with the council's standing order/procurement process and procedures.
- to be responsible for the creation and implementation of recruitment, induction, appraisal, training and mentoring systems for support staff, in accordance with school guidelines.
- to undertake the management, mentoring and training of support staff.

The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties. Individuals in this role may also :-

- responsible for the provision of advice and guidance to leadership team, governors on national and local guidelines, policy, statute etc and initiate appropriate action arising.
- be responsible for devising marketing and promotion activities.
- to take the lead role in undertaking research and obtaining information to inform decisions, by the manipulation and presentation of data/information.
- to be responsible for the completion and submission of complex monitoring forms, returns etc, including those to external bodies.

Responsibilities

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- participate in training and other learning activities and performance development, as required
- recognise own strengths and areas of expertise and use these to advise and support others

Person Specification

Criteria E = Essential D = Desirable	
<p>Skills, Knowledge and Aptitudes</p> <ul style="list-style-type: none"> • Full working knowledge of specialist ICT packages • Use of specialist equipment/resources • Full working knowledge of relevant policies/codes of practice/legislation • Ability to organise, lead and motivate other staff • Ability to devolve responsibly and delegate tasks and monitor practice to see that they are carried out. • Ability to plan and develop systems • Ability to support the Headteacher in the management of change and improvement and demonstrate commitment to the vision of the school. • Ability to relate well to children and adults • Work constructively as part of a team: understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities 	<p>E</p>
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • Current NVQ level 2 in English and Maths or equivalent and NVQ level 4 or degree equivalent in relevant discipline/job role 	<p>E</p>
<p>Experience</p> <ul style="list-style-type: none"> • Several years' experience working in an office environment at a senior level 	<p>D</p>
<p>Disposition</p> <ul style="list-style-type: none"> • Have a high professional standards and provide a positive role model for other staff • Show initiative and be self motivating • Enthusiasm • Tolerant/resilience and an ability to work under pressure 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

Burnside College is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

How to Apply

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Mrs L Heide
FAO: Mr D Jamieson
Burnside College
St. Peter's Road
Wallsend
NE28 7LQ
or electronically to l.heide@burnsidecollege.org.uk

Please contact the school if you require any further information relating to this post.
Telephone: 0191 2598500

Closing Date: 9am Friday 24th September 2021

Interview Date: Week commencing Monday 27th September 2021

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.