St Pauls Community Development Trust

**Job Description**

**Job Title**: School Administration Manager

**Remuneration**: £27,705pa (pro rata to TTO £25,045pa)

**Hours of work**: 37.5 per week - Term Time Only + 10 days

**Location:** St Paul’s School, Balsall Heath

**Job Purpose**:

To provide administrative support to the Headteacher and Senior Leadership Team as appropriate. To further develop our existing (IT based) management information (SchoolPod/Behaviour Watch) and school assessment (SOLAR 4 Schools) and InVentry system.

**Duties and responsibilities:**

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

**Key Duties:**

1. Be responsible for administration of school administration including:

* To provide administrative support to the Head of School and senior members of staff where appropriate including diary management, managing admissions paperwork, liaising with other agencies such as the Local Authority and other schools
* To oversee the School information systems including pupil attendance and to ensure they are updated and used effectively in supporting the running of the School
* To further develop, oversee and administer the effective implementation and use of School MIS and Assessment system
* To provide information and produce reports to the Head of School
* Undertake analysis and interpret data and produce detailed reports and complex information
* To manage the exam cycle for the School and act as the Quality Assurance contact for exam boards
* To be aware of the School’s security and safeguarding procedures and to ensure that they are implemented and promoted as appropriate at all times
* To liaise with HR to update absences and returns to work
* To be the contact for Agency staffing and ensuring that HR are kept up to date for SCR purposes
* To participate in the Trust’s performance management scheme, including supervisions and probationary review
* To undertake personal professional development and training as appropriate

1. Be responsible for business and financial management of school resources including:

* To be responsible for financial administration such as placing (or overseeing) purchase orders and liaising with the Trust’s finance staff on any invoice or other payments to be made
* To ensure all monies received by the School are receipted and placed in the safe on a daily basis, i.e. dinner money, School fund, telephone, pupil payments and check eligibility for School lunches
* To be responsible for Petty Cash and to liaise with Trust finance staff for reimbursement.
* To meet with SENCO and Assistant Finance Officer on a monthly basis to ensure that the invoice to the Local Authorities are raised correctly
* Liaise with Head Teacher and Trust Finance Officer on a monthly basis to update on current budget situation
* Evaluating information and working with senior leadership team (SLT) to prepare realistic and balanced budgets
* Working closely with SLT to ensure significant budget variances are monitored closely and prompt corrective action is taken
* Provide on-going budget information to relevant people
* Assist the Head with income generation activities and promoting and marketing the school, as deemed appropriate
* Supervise the preparation of school monies and ensure that all financial administration is carried out in accordance with school financial regulations and policies
* To be familiar with and uphold the policies and procedures of the School and the Trust, especially those relating the Health and Safety, Equalities, GDPR and Safeguarding
* Produce and respond to correspondence and manage the School email inbox.
* Support administrative work, allocate tasks to other administration staff, if appropriate and review their performance

To undertake other duties commensurate with the role and responsibilities of the post as agreed with the Headteacher.

# Supervision received: Headteacher

# Supervision exercised: Administrative staff, Apprentices, Volunteers.

**Person Specification**

Method of Assessment A – Application I – Interview T - Test

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| **Criteria** | **Essential** | **MOA** | **Desirable** |
| **QUALIFICATIONS**  **TRAINING** | Recognised relevant professional qualification | A/I | Management Qualification |
|  | GCSE A-C (or equivalent) English and Maths | I |  |
| **EXPERIENCE**  **KNOWLEDGE** | Experience of managing budgets and financial reporting  Experience of managing exams process | A/I  I | Experience of working within education |
|  | Previous experience of working in an office environment (i.e Finance/HR) | A/I |  |
|  | Competent on FMS and SIMS (or other similar management systems) | A/I/T |  |
| **SKILLS AND ABILITIES** | Excellent communication and interpersonal skills and having the ability and confidence to deal with challenging behaviour | A/I/T |  |
|  | Ability to work under high levels of pressure and meet deadlines within a continually changing environment | I |  |
|  | Experience of working as part of a team; dealing sensitively with people and using appropriate skills to resolve conflicts | I |  |
|  | Excellent IT skills and the ability to develop IT based MIS | A/I |  |
|  | Ability to adhere to relevant school policies / codes of practice / legislation | I |  |
| **EQUAL OPPORTUNITES** | Show a commitment to equal opportunities requirements | I |  |
| **SAFEGUARDING** | Show a commitment and good understanding of safeguarding | A/I |  |
| **GDPR** | Knowledge of GDPR | A |  |
| **HEALTH & SAFETY** | Knowledge of Health and Safety | **A** |  |
| **FURTHER REQUIREMENT** | It is essential that all candidates are deemed suitable to work with children and/or vulnerable people |  |  |