

JOB DESCRIPTION

Post Title:	Admin Manager
Responsible to:	De Beauvoir Headteacher
Based:	De Beauvoir Primary School and Federation (hosted at Holy Trinity CE Primary School) – both situated in Dalston
Direct Reports:	De Beauvoir Finance Admin Assistant
Key Contacts:	Pupils, parents, external contractors, Federation team, School staff, the Governing Body, LEA officers.
Scale:	SO2

JOB SUMMARY:

To support federation administration with a special focus on De Beauvoir Primary School by managing the administrative functions within the school, including:

- finance management
- pupil and staff record management
- human resources and payroll
- premises: catering, cleaning, IT and other external service providers

MAIN DUTIES AND RESPONSIBILITIES

FINANCE

- To manage the administrative function for the school
- To support and direct the work of the Finance Admin Assistant including covering reception where necessary
- To work with the Federation team to implement federation processes, develop and share best practice
- To manage the bids and income generation activity for the school
- To co-ordinate the purchase of goods, services and supplies and ensuring that the school obtains the best possible value for money from suppliers and contractors
- To process all income and payments through the school's financial management system (currently FMS)
- To monitor expenditure and income against budget and support the headteacher to manage the school's budget
- To liaise with the federation team on financial forecasting to support the management of the school's budget
- To participate in external (LEA) audits
- To oversee the collection of school debt

PUPIL & STAFF RECORDS

- To manage all statutory pupil and staff data input and returns and the production of reports as required by external partners such as DFE, LEA, other schools, to include (but not limited to):
 - School pupil census
 - Assessment
 - Workforce census
 - These are currently managed through the school's MIS (Arbor); AnyComms
- To manage an effective and efficient filing system
- To manage and ensure that all records and digitally held data is kept accurately and comply with the requirements of the Data Protection Act
- To manage admin finance assistant to ensure effective communication through newsletters, letters and the school website etc.
- To manage the school assets and ensure all records are up-to-date
- To oversee the administration of pupil admissions ensuring all necessary information is obtained in a timely manner

HUMAN RESOURCES AND PAYROLL

- To work alongside Federation staff in the recruitment of school staff and ensure processes are in line with procedure and policy
- To ensure all staff are recruited and employed in line with Safeguarding Children and recruitment policies, good practice and legislation
- To ensure the payroll and pensions data and processes are completed accurately
- To ensure all new staff are provided with the relevant documents such contracts and job descriptions
- To be responsible for all pre-employment and DBS checks, retirement dates and fixed term contracts, maintenance of the Single Central Record and to act on any checks and dates that come from the reports to ensure the school is carrying out its HR function in line with agreed HR policies
- Be responsible for the maintenance of confidential staff records and Single Central Record
- To ensure staff sickness absence and leave is monitored produce appropriate reports, referrals and statistical data
- To liaise with payroll provider regarding monthly payroll, reflecting staffing changes and keeping accurate records of instructions and approvals.

PREMISES

- To oversee the management of premises contractors, ensuring all records maintained properly
- To oversee the management of cleaning contractors
- To oversee the management of service contractors (eg. IT provider and others)
- To ensure the school is compliant with all statutory duties, risk assessment, survey and testing portfolios
- To ensure that the school implements and maintains the required risk assessment logs, manuals, H&S/Medical reports and information as required
- To manage the use of school premises accordance to policy, major buildings works and projects
- Management of the established current letting of the school premises and development of further letting opportunities
- To administratively support the work of the site manager

CATERING

- To oversee the catering function (outsourced) and be the first school contact for the catering team

- To liaise with the catering provider (officers) on administrative matters such as invoicing, HR and equipment
- To actively monitor the catering service delivered in school
- To communicate with parent/carer/pupil regarding menus and prices

GENERAL

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager
- The post holder will be mainly based at De Beauvoir but the federation team is currently based at Holy Trinity, so a willingness to work flexibly across sites is required
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information
- The postholder may be required to work outside normal school hours on occasion, with due notice – these occasions usually relate to termly reporting to local advisory boards
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions

Date of Issue: _____

Name of Post holder: _____

Signature of Post holder: _____

Signature of Headteacher: _____

PERSON SPECIFICATION

Finance & Administration Manager

	Essential	Desirable
Qualifications	Degree qualification OR equivalent experience.	
Experience, skills and Knowledge	<ul style="list-style-type: none"> • Demonstrable commitment to the vision of the school and federation • Strong organisational skills • Experience of managing or supervising others, delegating tasks and monitoring practice • Experience of administration within an education setting, including MIS and FMIS knowledge and experience • Experience of managing payroll matters • Experience of budget monitoring and account reconciliation • Experience of recruitment and management of HR processes • Working knowledge and understanding of Data Protection legislation • Experience of managing or coordinating the work of contractors and/or external providers (such as catering/cleaning teams) 	
Communication	<ul style="list-style-type: none"> • Strong interpersonal and communication skills – written and verbal • The ability to use a wide range of communication channels to effectively manage operations • The ability to maintain a professional and confident manner • Ability to adapt communication style to suit the audience and situation • Demonstrable sensitivity and 	

	objectivity in dealing with a range of issues	
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	Essential	Desirable
Skills and Abilities	<ul style="list-style-type: none"> • The ability to adapt to constantly changing priorities and demands • Ability to make routine decisions based upon guidelines and procedures laid down within established frameworks • Ability to make judgments with regards to when it is appropriate to liaise with others including external agencies • Ability to work independently, being proactive and demonstrating initiative • Ability to negotiate 'best value' with suppliers 	