**REDCAR AND CLEVELAND BOROUGH COUNCIL**

Job Code A1378

**ADMINISTRATION & ORGANISATION**

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| **LEVEL 6 Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or Management of support staff, including coordination and delegation of relevant activities** |
| TASKSOrganisation* Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
* Line Management responsibilities where appropriate
* Manage support staff
* Liaise between managers/teaching staff and support staff
* Hold regular team meetings with managed staff
* Undertake recruitment/induction/appraisal/training/mentoring for other staff

Administration* Take lead role in the development and maintenance of record/information systems
* Provide detailed analysis and evaluation of data and produce detailed reports/information as required
* Produce, and respond to, complex correspondence
* Provide organisational and complex advisory personal support to other staff
* Provide organisational and complex advisory support to the Governing Body
* Manage complex administrative procedures
* Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
* Manage the administration of Payroll system

Resources* Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
* Take a lead role in the recruitment of support staff and in managing associated employment procedures
* Provide advice and guidance to staff and others on complex issues
* Undertake research and obtain information to inform decisions
* Take a lead role in procurement and securing sponsorship/funding
* Manage service contracts
* Manage school licences and insurance
* Take a lead role in marketing and promoting the school
* Manage facilities including premises, lettings and associated income, building and projects etc
* Manage financial administration procedures
* Take a lead role in planning, monitoring and evaluation of budget
* Be responsible for the management of expenditure within an agreed budget
* Health & Safety management
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| RESPONSIBILITIES* 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
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Develop constructive relationships and communicate with other agencies/professionals
* Share expertise and skills with others
* 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
* Show a duty of care and take appropriate action to comply with health and safety requirements at all time
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
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| Experience | * Several years experience working in office environment at a senior level
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| Qualifications | * NVQ Level 4 or equivalent qualification or experience in relevant discipline
* Excellent numeracy/literacy skills
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| Knowledge/Skills | * Effective use 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 plan and develop systems
* 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
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Employee signature: ……………………………………………… Date:………………………………….