**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 |
| Qualifications | * NVQ Level 4 or equivalent qualification or experience in relevant discipline * Excellent numeracy/literacy skills |
| 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 |

Employee signature: ……………………………………………… Date:………………………………….