**Whickham School**



**JOB DESCRIPTION**

**POST: Administration Manager**

**Grade H: £32,020 - £34,723**

**Hours of work: 37 hours per week all year round.**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Core Purpose**

Leading the administrative and reprographics functions within school. Ensuring that provision is effective in supporting the needs of parents/carers, pupils and staff. Managing the efficient use of school systems across a range of areas and contributing towards procedures to ensure that administration practice across the school is consistent and coherent.

**Responsible to**: HR & Governance Manager

**Responsible for**: Administrative staff (including SEND Admin), Pastoral Support, Reprographics Technician and Cover Supervisor(s)

**Hours of Work**:

* 37 Hours per week,8.15am – 4.15pm (3.45pm on Fridays)
* All year round (Annual leave to be taken during school holidays)

**Responsibilities**

1. **Providing high quality administrative support to all stakeholders** by effectively liaising with leaders across the school to understand their needs; managing staff covering reception, the school office, pastoral support, sixth form support, cover supervision and reprographics and ensuring consistent best practice. Ensuring that administrative staff have a supportive induction and are mentored so that expectations of high standards are understood.
2. **Ensure the effective delivery of administrative support** by organising available resources to meet needs; ensuring good communication with other stakeholders; leading the administrative team; ensuring a strong ethos of customer service that supports all stakeholders; monitoring and evaluating the impact of the administrative team; ensuring that the team’s workload is completed in agreed timescales; delegating tasks appropriately; managing the appropriate budgets well; maintaining records as appropriate, complying with all relevant policies and guidelines including the need for confidentiality, safeguarding and data protection.Modelling effective practice personally; understanding the roles and responsibilities of members of the team; regularly meeting with members of the team; setting appropriate objectives; ensuring communication is effective; motivating colleagues to produce their very best; mentoring and coaching colleagues as appropriate; creating a culture of high expectations; reviewing staff performance; appraising staff.
3. **Develop best practice throughout the school** by understanding the requirements of all stakeholders; by ensuring that the presentation of the reception area and administrative office is tidy and professional; using technology in the most effective way; liasing with other schools (e.g during transition) to support parents and pupils to have the most positive experience of Whickham School possible.
4. **High quality reprographics provision** through ensuring the reprographics area operates effectively and meets staff and pupil needs; is resourced and organised effectively; is promoted within school; is able to operate effectively during peak periods of demand due to a range of administrative staff having received effective training to be able to step in and add resource or cover for absence.
5. **High quality cover supervision provision** by ensuring cover staff operate effectively and meet the needs of staff and pupils; that adequate and appropriate support and training is given by teaching and learning colleagues; that cover supervisors follow the behaviour and lesson routine standards expected.
6. **Support the effective operation of the school** by acting as, and allocating staff to act as a scribe, reader or invigilator as required during peak times.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

To carry out any reasonable request made by the Headteacher or line manager.

No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder)

Date………………………………………………………………….