

Brantwood Specialist School

Job Description

Position:	School Administration Manager
Field of Practice:	Transformative Leadership and Management (Field 7)
Post Reference No:	BSS10010
Grade:	9
Responsible to:	Head Teacher
Location:	Brantwood Specialist School

Job Purpose

Under the direction of the Head Teacher, and in accordance with the practices and procedures of the school, be responsible for managing the school's administrative, technical, health and safety, premises and clerical support services to a high standard. To ensure that these functions support the management of the school in an efficient and effective manner, including contributing to school planning and development.

To act as line manager for all departmental support staff, carrying out performance and development reviews (PDR), identifying training needs and having oversight of all administration within the School.

To support the Head Teacher in providing leadership for the school as part of a contemporary Rudolf Steiner school which secures its success and continuous improvement, ensuring high quality education for all its students and the highest standards of learning and achievement in accordance with statutory and Ofsted requirements and the vision, and method of Ruskin Mill Trust.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method.

The post holder is to contribute to the whole life of the School, and Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

You will be required to carry out your duties at all School premises, some of which are located a distance from the main School sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the School's sites, and to and from other places as the Trust may reasonably require.

Some evening working may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Brantwood Specialist School and Ruskin Mill Trust Limited.

Main Duties

Administration

1. To manage the administrative function including the administrative IT facilities, school reception, reprographics, publications, record keeping and telephones.
2. To be responsible for the administration systems in the school liaising the Data and Management Information Manager to ensure that the systems and data are fit for purpose.
3. To maintain all pupil records, including information with regards to residential pupils.
4. To ensure that the administration team are present to carry out minute taking at reviews and other meetings as required (in consultation with appropriate individual).
5. To ensure there are systems in place to identify the need for, select and manage the ordering of supplies and equipment for the school in the most cost effective way.
6. To assist the Leadership Team with information for self-evaluation form (SEF) and School Improvement Plan and other issues related to quality assurance.
7. To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
8. To manage the complaints process, ensuring that records are maintained, and action plans are followed up and addressed. To provide updates to the Executive Team member with responsibility for complaints as required.
9. To provide ad hoc reports and assist on special projects and with other matters.
10. To prepare tenders and assist with selection of contractors where appropriate.
11. To provide support to implement administration systems required by the Head of Care.
12. To support the Department of Human Resources with ad-hoc administration support, including sickness, absence, holiday management.
13. In-conjunction with the HEaRT and Human Resources to arrange training sessions as required, record attendance and maintain training records.
14. To provide ad hoc reports and assist on special projects and with other matters.
15. To act as the local Data Protection lead, seeking advice and support as necessary from the Trust Data Protection Officer.

Finance

1. To ensure there are effect controls and recording systems for petty cash.
2. To liaise with the finance department to support the preparation and maintenance of financial reports, records and accounts as required.
3. To be responsible for liaising with the finance department regarding insurance claims for the school and college and ensure that the claims are managed correctly and all required administration is carried out effectively.

Health and Safety

1. To carry out all aspects of health and safety tasks, audits, weekly, monthly and termly tests and provide feedback to Head Teacher.
2. To ensure that cyclical fire tests, alarm call point tests, escape route checks and fire drills are carried out.
3. To carry out audits and provide feedback to the Head Teacher.
4. To maintain the school Health and Safety records including improvement plans, and ensure they are filed in agreed locations, and highlight area of concerns to the Head Teacher.
5. To maintain records of accidents and incidents and communicate these to the Head Teacher, issue investigation reports and advise on remedial action.
6. To complete, and assist other staff to complete risk assessments for all school properties, practices and activities.
7. To ensure that external contractors and health and safety checks and inspections of plant equipment are carried out and managed appropriately.
8. To manage service contracts for all annual health and safety/plant checks in the most cost effective way.
9. To actively look at ways of improving the effectiveness of the safety procedures within the school, discuss these with the Head Teacher and Safeguarding Manager, and once approved, to assist in implementing them and facilitation safe working practices across the college.
10. To take part/coordinate health and safety inspection and audit local health and safety management systems
11. Liaise with relevant health and safety statutory authorities and provide updates and advice and guidance.
12. To seek solutions for any issues which are giving cause of concern or which fall of short of the standards required and report any concerning problems to the Head Teacher.
13. To attend safety related courses and training as necessary and agreed with Head Teacher to achieve and maintain the necessary level of competence to undertake the post effectively.
14. To ensure that all staff have undertaken the appropriate Health and Safety and fire training and have appropriate qualifications.
15. To comply with the Trust's Manual Handling Policy and Practice.

16. To be the Health and Safety Lead for the School, ensuring that all reporting responsibilities associated with this role are carried out in a timely manner.

Facilities & Estates Management

1. To create and maintain cleaning schedules to ensure that cleaning is carried out to the required standards on all sites.
2. To manage the cleaning team, monitoring the quality of work at each site and carrying out line management duties such as performance management including probationary reviews and annual PDR process.
3. To oversee the letting of the all the school premises to outside organisations and School staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community, following authorisation from the Head Teacher.
4. To implement risk management and loss prevention strategies in the school to reduce insurance costs.
5. To co-ordinate the maintenance of the School site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property in conjunction with the Maintenance Coordinator.
6. To organise the upkeep of playing areas, gardens, all weather surfaces land drainage.
7. To ensure the maintenance of boundaries, footpaths, roads and rights of way.
8. To co-ordinate purchase, repair and maintain all furniture and fittings.
9. To work with the Maintenance Coordinator to develop work specifications, maintenance schedules and to manage service contracts.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.

10. To deliver training or development opportunities as required.
11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The School Administration Manager has direct line management responsibility for the administration, cleaning and maintenance teams, however, may be expected to support and guide other designated staff.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: School Administration Manager

The following are the criteria that will be used for Shortlisting

Experience:

- Ideally experience of working in an managerial position within an administration function
- Ideally experience of managing a team to achieve success in a diverse workload and meeting strict deadlines
- Ideally experience within education administration

Knowledge and Skills:

- Computer Literate in Microsoft office applications, including, Word and Outlook
- Good interpersonal and communication skills
- Strong interpersonal skills with the ability to manage the performance of others
- Organised and flexible
- Ability to demonstrate high levels of discretion and confidentiality
- Ability to demonstrate high levels of motivation and enthusiasm for all duties
- Ability to write reports tenders and manage budgets

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Ruskin Mill Trust	Within first 2 weeks of employment	2 week programme
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
	Craft activities as agreed with line manager	1 year	Variable