|  |  |  |  |
| --- | --- | --- | --- |
| Trinity Multi-Academy TrustJob Description | | cid:image001.jpg@01D45197.0DCD0AC0 | |
| Job Title: | Administration Manager/Director of Primary’s PA | |  |
| Job Scale: | Scale 6 | |  |

**BASIC JOB PURPOSE**

* To be accountable for delivering an efficient, professional and effective administration service across the academy
* To develop administration systems to support teaching and learning across the academy.
* To line manage the administration team, taking responsibility for managing the day-to-day administration/office support services
* To act as first point of contact for administrative HR matters
* To provide personal assistant (PA) support, as directed by the Director of Primary (DoP)
* To support the Principal/SLG in organisational matters e.g. calendars, meeting minutes etc.
* To produce accurate documents and reports, as requested, in a timely and efficient manner
* To ensure marketing needs are met or coordinated to benefit the perception of the academy
* To ensure that the academy’s website is maintained and kept up-to-date

**Reporting to:** Vice Principal

**Responsible for:** Administration staff

**Main responsibilities:**

|  |  |
| --- | --- |
| **Administration:** | |
| **1** | To deliver a high quality, effective, professional administration support service to all stakeholders e.g. staff, pupils, visitors, and governors. |
| **2** | To develop, and continuously look to improve, administration systems, ensuring that staff have access to a professional service that is delivered in line with published service levels (including any quality assurance systems). |
| **3** | To ensure that general office duties, such as filing, telephone answering, reception cover and reprographics services, are undertaken to a high standard. |
| **4** | To line manage and carry out performance management reviews of administration staff. |
| **5** | To train, provide support, coaching and guidance to administration colleagues as necessary. |
| **6** | To act as first point of contact for senior and middle leaders who require administration support, being responsible for producing reports and other data to inform senior leaders/governors, as requested. |
| **7** | To ensure high standards with regard to any external and internal communications produced by the administration team, checking quality and accuracy and ensuring that information is produced on time and in accordance with academy policy and branding. |
| **8** | To be aware of academy/MAT policies, ensuring they are adhered to and any written correspondence is acted upon within the relevant timeframes. |
| **9** | To provide information, advice and guidance with regard to any queries (both internally and externally), in line with academy policies and procedures. |
| **10** | To be responsible for the filing and archive systems, including maintaining an archive policy. |
| **11** | To provide general administration skills, when required, including support for academy events or functions, and to support senior meetings re: production of minutes (if required). |
| **12** | To be responsible for the academy maintaining a good public image by ensuring that the administration team deal professionally and appropriately with enquiries from staff, pupils, parents/carers and other visitors/stakeholders. |
| **13** | To support the production and maintenance of the academy calendar and bulletins, and to coordinate with relevant staff on school mailings. |
| **Personal Assistant:** | |
| **14** | To provide full PA services, as directed by the DoP, in order to effectively support him/her in managing the academy. |
| **Human Resources:** | |
| **15** | To support HR processes, in liaison with HR central services, as directed by the Principal. |
| **16** | To manage the staff absence request process. |
| **17** | To manage an effective cover process. |
| **18** | To monitor staff absences, in line with MAT absence management processes. |
| **19** | To update and maintain HR details on the academy MIS, producing reports as required |
| **20** | To support recruitment processes, including responsibility for interview arrangements, delegating to the team where appropriate. |
| **21** | To support the maintenance of accurate and confidential records, including staff records and pupil records, through the academy’s Management Information System. |
| **22** | To support the effective management of day-to-day staffing changes, as directed by HR central services, to maintain accurate academy HR records. |
| **Strategic leadership:** | |
| **23** | To support the senior leadership of the academy with regard to preparation of materials (summaries, analyses etc.) for strategic meetings e.g. SLG, LGB. |
| **24** | To present any materials (summaries, analyses) in strategic meetings e.g. SLG. LGB, as directed by the Principal. |
| **25** | To provide support to the senior leadership with regard to the effective marketing of the academy. |

|  |
| --- |
| Other Specific Duties: |
| * This is a MAT role, so while it is envisaged a primary location will be assigned, there will be the need to work across sites to fit the needs of the MAT (within reasonable distance of the primary location). * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside work. * Treat all pupils with dignity, observe proper boundaries and understand that every adult in the MAT has a responsibility to safeguard children and young people. * To continue personal professional development as required * Attend staff and other meetings and participate in staff training and development events as required, including induction processes. * To actively engage in the performance review process * All support staff may be used to perform appropriate duties as and when required by the MAT, commensurate with the salary grade of that post if it is higher than the employee’s current salary * To work in the best interests of the MAT, pupils, parents/carers and staff * To adhere to MAT policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Line Manager  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

|  |  |  |
| --- | --- | --- |
| **PERSON SPECIFICATION** | | |
| **Job: Administration Manager/DoP’s PA** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * 5 or more GCSEs at grade C or above, including English and maths (or equivalent) * a track record of recent, relevant professional development * evidence of experience in an similar office or administration management role * experience of working to deadlines and providing administration systems * experience of note taking and arranging meetings * experience of using databases, word processing and a range of other IT packages. * experience of line management | * working with young people and inner city communities * experience of working in a school environment (understanding of safeguarding and Child Protection issues) * experience of using a Management Information System (MIS) system |
| **Knowledge & Understanding** | * innovative approaches to developing administration systems and procedures * understanding of filing, storage and archive systems and procedures * effective review and evaluation procedures * understanding of service level agreements and customer service | * innovative approaches to working with staff, pupils and other academy partners * the potential uses of data to support efficiency |
| **Leadership & Management** | * to effectively manage and work as a member of a team, participate in meetings and negotiate as necessary * direct and co-ordinate the work of others * set high standards and provide a role model for pupils and staff and take responsibility for own and others professional development * liaise effectively with other organisations and agencies * develop, maintain and use an effective network of contacts, seeking advice and support when necessary | * motivate all those involved in the delivery team * deal sensitively with people and resolve conflicts * strategies for ensuring equal opportunities for all stakeholders |
| **Skills & abilities** | * well developed time management, planning and organisational skills * ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills * sound judgment and ability to make decisions based on understanding of relevant information * able to prioritise work and to manage work to meet tight deadlines * adaptability to changing circumstances/ideas | * negotiate and consult fairly and effectively * deal sensitively with people and resolve conflicts * direct and co-ordinate the work of others * able to develop and maintain effective communication systems. |
| **Personal Qualities** | * adaptability to changing circumstances/new ideas * ability to inspire confidence in staff, pupils, parents/carers and others * reliability and integrity and a commitment to confidentiality | * determination to succeed and the highest possible expectations of self and others |