|  |
| --- |
| **Job Description** |
| **Department** | Admin |
| **Post Title:** | Cover / Admin Manager |
| **Salary Scale/Range** | NJC Scale 6 Point 18 – 22 (£29,269 to £31,364)  |
| **Hours** | Full time 37hrs, Term time + 5 Inset days |
| **Permanent/Fixed Term** | Permanent  |
| **Posts Responsible to** | Senior School Management |
| **Posts Responsible for** | N/A |
| **Job Purpose**:To provide a high qualify professional, flexible and efficient administration support to the school under the immediate direction of the School Business Manager.To support and have responsibility for the school administrative information systems and procedures, ensuring that they support the management of the School by providing prompt and effective data, information and assistance to various stakeholders and outside agencies as required.To proactively organise all cover arrangements for planned and unplanned absences in school, using internal and external resources in order to ensure continuity of high-quality teaching and learning provision aligned to Keeping Children Safe in Education requirements.Deliver a high quality, administrative cover support to the Headteacher/Senior School Management and operational teams as directed to support the smooth running of the school.Daily responsibility for the management and oversight of all office systems and workload prioritisation, ensuring effective communication with and support of stakeholders in a range of operational and administrative areas. |

**Key Accountabilities/Primary Responsibilities:**

Duties that may be carried out in this role include, but are not limited to:

**Cover Management**

* Responsibility for dealing with daily phone calls from teaching and non-teaching staff, notifying absence.
* Responsibility for the co-ordination of the logistics of staff and resources, to ensure when staff are unable to be present to deliver the curriculum that all pupils have an appropriately qualified and experienced member of cover staff managing their teaching and learning.
* Act as the main point of contact for any problems/emergencies that may occur in relation to cover in accordance with School policies and procedures.

**Cover Administration**

* Support the overall school attendance management process by ensuring that all staff absences are accurately recorded with start and end dates in SIMS in accordance with School reporting timelines.
* Produce and issue ‘daily cover lists’ to the Headteacher, SLT and all curriculum staff in accordance with School procedure.
* Ensure that all 3rd party agencies supply all vetting information for any supply staff in line with Safer Recruitment and Keeping Children Safe in Education guidance prior to a contract being issued. Ensure this information is shared with the School Administration Manager to enable the accurate timely updating of the Single Central Record, advising of any contractual change to ensure appropriateness.
* Responsibility for the signing in and all pre-engagement ID checks for all external supply, arranging for SIMS and network access aligned to School Policy as and when required, and to ensure time sheets are accessed, authorised and submitted for timely payment.
* To liaise with staff where rooming changes are required, ensuring that all staff are aware of cover arrangements and rooming changes at the start of the day and as changes are required.
* To provide a professional induction for all supply staff on each occasion a new supply contract is issued, ensuring those new to the School understand and can locate all relevant facilities and completely understand the values and standards expected of them in terms of wider Trust policy and procedures (including, Health and Safety, Safeguarding, EDI, Code of Conduct and the Trust Behaviour Policy).
* Input calendarized information regarding staff absence to assist in planning staff usage.
* Fully understand and ensure on all occasions of arranging cover the appropriate organisation/use of the classroom, equipment and resources.

**Quality of Cover**

* Monitor daily cover to ensure effectiveness in the classroom in relation to behaviour management and delivery of set lessons to promote a safe and calm learning environment.

**School Office Management**

* Manage, supervise and organise the School Office, so that it operates in a highly efficient manner promoting on all occasions a positive working environment to ensure the smooth running of the office.
* Line management responsibility for the School Receptionists
* Allocation of work on a daily basis including appraisals and performance management
* Allocation of work and checking of quality and quantity of, other members of staff within the Administration Department as and when appropriate

**Visitors to the School**

* Ensure all visitors to the School are greeted in a friendly and professional manner by staff in the Department and that full safeguarding checks are always performed using the electronic visitor system
* Ensure front line enquiries from staff, pupils, parents and visitors are dealt with promptly

**Administration**

* To keep abreast of administrative practices which could improve the efficiency and effectiveness of the school
* To oversee as directed the day-to-day running of the busy general administration office providing as administrative assistance to the Senior Leadership team,
* Heads of Department and school staff. This includes word processing, filing, photocopying, the provision of hospitality and management booking of the Main Hall/ Meeting room.
* Ensure that the office manual & electronic filing system is accurate and up-to-date and compliant with the General Data Protection Principal of ‘Integrity & Security’ of data
* Responsible for the update of School forms including Form Tutor lists/ Patrol lists and
* telephone list as necessary.
* To ensure all messages and post received from parents, pupils, staff and visitors are relayed to the appropriate member of staff and senior management in a timely manner.

**Management Systems/Website**

* Maintenance of both manual and computerised records, origination of letters, post in/post out, photocopying and telephone duties. Proof reading/amending all letters prior to distribution.
* To manage the schools’ electronic registration system.
* Manage the School Inventory System including undertaking the production of Staff ID badges ensuring the timely input of individual data accessing the school premises i.e. pre-DBS Staff, the addition of new members of staff and the immediate deletion of ex members of staff.

**Stationery/Mail**

* To be responsible for the School stationery stock, proactively raising the necessary
* paperwork to support the re-ordering of new stock in compliance with School processes, ensuring best possible prices are secured from suppliers and items are checked on delivery.
* To receive and distribute deliveries, arranging for storage of items until required as
* necessary
* Ensure that the opening and distribution of the incoming mail is undertaken in a timely
* manner by the Administrative team and that the preparation and the posting of outgoing mail complies with evening postal collections from the School.

**Financial**

* Be a key holder for the School Safe
* To ensure effective organisation of staff travel when necessary, i.e. train tickets, taxis, hotel bookings.
* To manage the organisation of school trips, including cash handling responsibilities,
* recording and banking of all monies. Arranging bookings with travel companies, ensuring relevant documentation is forwarded to the local authority in alignment with procedure
* Biometric finger printing of students (for use with school cashless system).
* Student School Photographs: Arrange and book the school photography for Years 7, 10 and 11. Collection of monies and distribution of orders to students.
* To print out lunch statements when requested by parents.

**School Health & Safety Activities**

* Delivery of first aid as required and informing parents accordingly. Assessing each situation and informing the most appropriate member of staff.
* Provide administrative support in a medical emergency including calling for the ambulance and relaying information as directed.
* Fire Drill Registers: Keep the fire registers up to date. Manage the duties of each member of staff in the office and ensure these adhered to.

**Enrolment**

* To assist in the enrolment procedure, to maintain pupil databases together with the

maintenance and generation of class registers as necessary, ensuring that all records are up to date.

**School Curriculum Activities**

* School and Educational Visits: Manage all school trip paperwork and ensure all school procedures are adhered to. Keep detailed records of all school trips and ensure that the Headteacher, EVC and Cover Supervisor are aware of each trip.
* Ensure all necessary paperwork and forms are sent to the Local Authority and relevant authorisation is gained.
* Liaise with the Local Authority regarding any educational visit issues.
* Assist with all aspects of the administration regarding school trips i.e. producing letters to parents/guardians; completion of Group Passport applications/setting up
* ParentPay for collection of monies. Monitoring and chasing up all outstanding payments.
* Liaise with coach companies in respect of School trips/School buses regarding all school bus related issues (TFGM and Bellevue)
* Arranging bookings with travel companies, ensuring relevant documentation is forwarded to the local authority.
* To manage all School Trips paperwork for submission to LA via office online.

**General daily duties**

* Be alert to unknown individuals on the School premises and report any concerns in line with the Schools procedures

**School Ethos & Culture**

* Promote & contribute to the overall School ethos/values/ and aims of the School & Trust applying it in all daily work activity

**Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the Office Manager may be required to complete work not specifically referred to above and occasionally to work outside normal working hours.

*This job description is renewed on a regular basis at the time of the Annual Performance Review to ensure it accurately reflects the role being undertaken.*

*In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.*

**Professional Development**

* Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
* Be a professional role model, and understand and promote the aims and the values of the Trust

**Safeguarding and Promoting the Welfare of Children and Young People**

* The jobholder is required to adhere to the statutory guidance ‘Keeping Children Safe in Education’ and follow all of the Trust’s policies and procedures in relation to safeguarding at all times.

**Data Protection**

* The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust’s information governance policies and procedures at all times.

**Equality and Diversity**

The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

**Health and Safety**

The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.

The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust’s health and safety policies and procedures at all times.