

**Job Profile: Administration Manager**

**Grade: 7 FTE £33,143 (paid pro rata approx. £28.5K)**

**37 hours per week. 38 weeks + 5 INSET Days**

**Core Purpose:**

- To lead and manage the school administration functions.
- To manage the school's data management systems including acting as the school's Data Protection Officer.

**Main responsibilities include:**

- Design, review and manage efficient and administrative systems and processes that meet the needs of the school including accurate induction of students onto SIMS and Capita, attendance and other data including school suspensions.
- Oversight of the school's communication, PR and marketing, including ensuring the school website is maintained to meet statutory requirements.
- Manage the administrator team to ensure consistency of practice and processes across the school.
- Develop and monitor a Data Security Plan to ensure high levels of information governance.

**Key Duties:**

**Administration**

- To act as a PA for the Director and Deputy Director organising diaries and arranging meetings as requested, undertaking any confidential administration.
- To ensure that student data is accurately recorded and updated, monitoring the work of administrators to ensure compliance with school systems.
- Line manage and appraise administrators to support them in their roles.
- Provide occasional reception cover in centres in instances of staff absence.
- Lead team meetings and arrange appropriate professional development and training for the administrators.
- To keep a policy renewal schedule and ensure all school policies are reviewed and sent to the Management Committee for ratification in a timely manner, making sure that staff are aware of any changes as needed.
- Complete, reconcile and submit the school censuses and statutory returns to the Local Authority and Department of Education.
- Log ins and creation of new user profiles e.g. Microsoft, 3CX.
- Be responsible for diverting phone lines when required.
- Maintain and update the school's Sharepoint Hub.

## **PR, Marketing and communication**

- To ensure the school website is maintained to meet statutory requirements.
- To oversee and monitor the school's use of social media to engage with parents/carers and the wider community, ensuring that this is in line with online safety and staff code of conduct policies.
- To ensure that the school's printed materials, letterheads and forms are professional and consistent with the vision and branding of the school.
- To oversee the production of the school prospectus and Altus School outreach services materials.
- To oversee the production and maintenance of school signage.

## **Data Management**

- To act as Overall Systems Manager for SIMS, CPOMS and other information management systems used by the school.
- Produce timely data reports as requested by senior leaders, including exams results analyses.
- To develop and monitor a Data Security Plan to ensure high levels of Information Governance across the school.
- To be the primary contact for Freedom of Information Requests and Subject Access Requests.
- To manage any Freedom Of Information or Subject Access requests.
- Develop the strategy and relevant policies for Data Protection.
- Archiving and retention of files ensuring this is undertaken in a compliant and timely manner.
- Act as the schools Data protection officer.

## **Generic**

- Whilst the postholder will be based in one centre, the role will require travel across centres.
- Participate in training and other learning activities and performance development (appraisal) as required.
- To undertake any other reasonable duties requested by the Director or designated member of staff.
- Promote the welfare of children and young people and at all times and ensure safeguarding policies and procedures are followed.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
Level 2 Literacy and Numeracy qualification	E	
Level 3 qualification		D
<b>Knowledge and skills</b>		
Knowledge of and skilled use of Microsoft packages	E	
Working knowledge of SIMS software	E	
Knowledge of GDPR legislation		D
Ability to develop good professional working relationships with internal and external stakeholders	E	
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Ability to take responsibility, work autonomously within agreed boundaries and expectations	E	
<b>Experience</b>		
Experience of line managing and performance managing staff	E	
Experience of working in a school environment and undertaking school administration duties	E	
Experience of exams systems and processes	E	
Experience of working with vulnerable groups, including SEND students or those with behaviours that challenge		D
<b>Safeguarding</b>		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to safe working practices	E	
Have a proven record of meeting professional standards and being an outstanding role model at all times	E	
Safeguarding and Child Protection training		D
<b>Other</b>		
Driving license and willingness to travel	E	