

Job Description

School

Service Area

Job Title

Grade C1 (£18,868 – 20,831) – Term time plus 2 weeks

Conditions Of service NJC

Responsible To

IF DBS REQUIRED - Special Conditions This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Responsible For Job Purpose: Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and the management of staff.

Responsibilities

Manage the administration team, including the monitoring and evaluation of the systems and processes.

Line management responsibilities including the direction of, co-ordination and/or training and development of the administration team.

Assist with the marketing and promoting the service including the review of and development of marketing and promotions documents

Manage service contracts ensuring agreed timescales and standards are met

Develop good working relationships with outside agencies and stakeholders

Liaise between managers and administration staff

Hold regular team meetings with managed staff

Undertake recruitment/induction/training/mentoring for administration staff

Take lead role in the development and maintenance of record/information systems

Present a positive personal image, contributing to a welcoming environment for customers and visitors

Provide an excellent customer service to colleagues, customers and visitors to the service

Provide detailed analysis and evaluation of data and produce detailed reports/information as required

Produce and respond to complex correspondence

Provide organisational and complex advisory support to other staff and senior officers

Manage complex administrative procedures

Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies

Manage the administration of the services payroll, liaising with Finance Officers and HR's Advisory and BSC teams

Ensure that HR policies and procedures relating to managing staff are undertaken including managing attendance, performance management and grievances and disciplinary procedures.

Be responsible for the selection and management of resources, including management of a budget and regular audit of resources

Take a lead role in the recruitment of administration staff and in managing associated employment procedures

Provide advice and guidance to staff and others on complex issues

Undertake research and obtain information to inform decisions

Be aware of and support difference and ensure equal opportunities for all

Participate in training and other learning activities and performance development as required

Be aware of comply with and assist with the development of all policies and procedures e.g. child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person

Contribute to the overall ethos/work/aims of the school

The duties outlined are not meant an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications

Qualifications demonstrating ability in numeracy and literacy

NVQ Level 3 or equivalent would be desirable

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to communicate effectively with a wide range of people including sensitive and complex information

Able to prioritise own and team's work to meet conflicting deadlines

Able to produce and present routine reports and data

Able to accurately enter/retrieve data information from information systems

To display a responsible and co-operative attitude to working towards the achievement of the service's aims and objectives

Knowledge Required

Of general office procedures and practice

Of relevant financial regulations to carry out financial transactions

Experience Required

Of dealing with more complex queries from a wide range of people

Of working in partnership with others to deliver work to set deadlines

Of providing customer focussed services

Of supervising staff

Of participating in teams and using own initiative

In the use of the Microsoft package

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

N/A

Knowledge Required

NVQ Level 3 or equivalent

Qualifications demonstrating ability in numeracy and literacy

Experience Required

Of extracting and analysing data from information databases

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name	Designation	Date
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Confirmation of Job Evaluation Undertaken	JE Ref Number	396
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Name	Designation	Date
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