

**Irresistible Learning For All**

**Job Description – Admin Manager**

**Salary scale:**  Veritas Range 4-6

Veritas B – D - £25,126 - £27,713 FTE (Term time only plus either 5 or 10 days)

The Admin Manager / Office Manager will lead the Admin & Communications Team within the school to organise and supervise the day-to-day administrative function of the school office. Supporting the headteacher in the effective education and welfare of children in accordance with the requirements and conditions of Veritas Multi Academy Trust’s Pay and Conditions Document, having due regard to the requirements of the policies and procedures of the school and Veritas Multi Academy Trust. To uphold the vision statement and values for both the school and Veritas Multi Academy Trust.

# Status of the post

This is a support post within the school’s staffing structure. The post-holder is accountable to the Headteacher and responsible for upholding the vision and values of the school and trust.

# Main purpose of the post

The post-holder’s key accountability will be to oversee administrative, financial and organisational processes, maintaining confidentiality at all times. Working closely with the Trust Business Manager, organise and supervise the day-to-day administrative function of the school office and supervise, train and develop administrative staff as appropriate. The Admin Manager / Office Manager should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition, it is essential that the person for this role has strong communication skills, is organised, able to multi-task, work flexibly and have a ‘can do’ approach to work, as no two days are the same within the primary school setting.

# Professional Responsibilities

The post-holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

* Communicate with pupils, staff, parents, and visitors appropriately and ensure that they are dealt with in a professional manner and in line with the school’s agreed safeguarding policy.
* Ensure safeguarding procedures are complied with, communicated and understood by all visitors to the school; and ensure that all visitors comply with school signing in procedures.
* To carry out first day attendance response, maintain records of absence/lateness and quickly highlight any concerns to the FLO and Senior Leadership Team
* Liaising with the FLO, SLT and meeting with external agencies (Attendance Officer) regarding attendance monitoring.
* Preparation of letters and entry of data on the Digital Front Door regarding CME, Exclusion, Penalty Notice etc.
* Print evacuation registers in case of fire alarm/drill.
* Daily use of various IT systems and platforms.
* Collaboratively manage school office email inbox.
* Operate phone system; take messages, deal with day-to-day enquiries, and re-route, where necessary, to appropriate member of staff.
* Effective communication with parents through a variety of platforms eg. phone calls, letters, emails, texts and social media; including triaging queries and concerns and end of day messages.
* Day to day administrative work of the school, such as medication forms, awards, ID badges, Every compliance, monthly newsletters(Sway) etc.
* Management of admission arrangements of pupils, maintain waiting lists and allocate nursery spaces accordingly to the school’s admission policy.
* Management of leavers and Year 6 transition to secondary school.
* Manage and maintain the schools’ MIS system eg. pupil records, Data Collection Sheets – updating records promptly.
* Responsible for completion and submission of forms, returns etc., including those to outside agencies e.g., census to DfE.
* Support Admin Assistant with managing the school website and managing and updating calendars, including those on the school website.
* Manage the set up of trips, clubs, parents events and parents evenings.
* Ensure registers for after school clubs are shared with class teachers and for those running clubs.
* Manage the collection of relevant paperwork for trips etc.
* Manage non-payment of school trips, residentials and dinner money and administration of same through payment portal.
* Manage entering new pupils onto school database, ensuring that the necessary procedures are complied with.
* Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
* Attend and participate in relevant meetings as required.
* Manage resources and stationery levels and order where appropriate.
* Provide effective administration support to the Headteacher/other SLT, as required.
* Commitment to training/learning activities and professional development

**Budget Accountability** Not accountable.

**Operational Management:**

Headteacher

**Line Managed by:**

Executive Team Business Manager

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Signed: ………………………………………… Date: ………………………………

Signed: ………………………………………… Trust Business Manager

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.