

JOB DESCRIPTION

JOB TITLE	Admin Team Leader
HOURS OF WORKING	35 Hours per week. Monday to Friday 7.30am to 3pm (half hour break)
SCALE	Single Status Grade 6
RESPONSIBLE TO	PA to the Headteacher/Head of Secondary Phase

JOB PURPOSE

1. To provide organisational and administrative support to SLT and manage a professional administration support team.
2. To be responsible for supporting the school's cover supervision by deploying cover and supply staff effectively in liaison with the Cover Leader.
3. To be responsible for publishing and communicating the school calendar, notices and diary.

KEY TASKS

1. Office Management
 - 1.1. To line manage and organize the administration staff, to ensure the smooth and effective running of the school office. To delegate work to staff and maintain their workload and output
 - 1.2. Use a range of office software including, emails, spreadsheets and databases.
 - 1.3. To publish and update the school noticeboard and calendar and to attend weekly diary meetings to ensure events are co-ordinated effectively and communicated to colleagues.
 - 1.4. Co-ordinate the annual taking of school photographs and liaise and arrange with School Nurses regarding any immunisation programmes.
 - 1.5. To ensure the efficiency of reception and to maintain its professional and welcoming atmosphere as first point of contact within the school.
 - 1.6. To respond to queries and complaints in a professional manner as well as providing accurate information to pupils, parents, staff and public.
 - 1.7. To ensure all relevant administration staff are trained in ParentPay and ParentCall.
 - 1.8. To ensure deadlines are met within the admin team.
 - 1.9. Develop and implement new administrative systems.
2. Cover
 - 2.1. Contact point for staff absence and using the SIMS Cover System;
 - 2.1.1. Managing and organising cover for absent staff both teaching and non-teaching including organising room changes;
 - 2.1.2. To support the staff cover system to ensure continuity in teaching and learning.
 - 2.1.3. Allocate and publish daily timetables to Cover Supervisors and Supply Teachers where necessary;
 - 2.1.4. To liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.
 - 2.1.5. Take the lead on supply staff inductions.
 - 2.1.6. To organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies.
 - 2.1.7. Process staff sickness absence notifications;

- 2.1.8. Process requests for absence;
 - 2.1.9. Work closely with the Cover Leader to ensure seamless handover of cover work and deputise for Cover Leader when necessary.
 - 2.2. Publish the daily cover information to all staff and ensure that Curriculum Leaders oversee the provision of detailed cover sheets for each lesson.
 - 2.3. Hold regular meetings with the Cover Supervisors to ensure feedback sheets are completed and referred to relevant staff.
 - 2.4. Following school policies and guidelines, taking into account financial and human resources implications, authorise or decline requests for absence, keeping confidentiality, negotiating changes and only where necessary seeking further advice from SLT.
 - 2.5. To keep records on covers completed by individual staff to ensure that regulations are adhered to.
 - 2.6. To act as the main point of contact for any problems that may occur in relation to cover.
3. Human Resources
- 3.1. Ensure the school's Absence and Attendance Management policies are up to date and the correct absence is logged on the absence report.
 - 3.2. Produce SIMS absence report on a monthly basis and send to school's payroll provider.
 - 3.3. Hold staff absence meetings in support of the school's Absence and Attendance policies. Maintain accurate records of absences.
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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The priorities for each year will be reviewed against this job description annually through performance management meetings.

PERSON SPECIFICATION

Admin Team Leader

	Essential Criteria	Desirable Criteria
Education & Qualifications	<ul style="list-style-type: none"> • GCSE in English and Maths (A-C) • Relevant administrative, secretarial or business qualifications 	<ul style="list-style-type: none"> • Evidence of recent training
Key Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. Ability to communicate with a range of people including other staff within the school, governors, students, parents and external agencies • Advanced ICT skills – Microsoft Office, data input • Ability to work in an organised and methodical manner whilst dealing with interruptions • Ability to complete tasks and interpret information • Ability to maintain efficient record keeping systems • Ability to assist with the production of accurate records and reports as required • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to maintain attention to detail and plan ahead • Ability to respond proactively to unexpected problems and situations 	<ul style="list-style-type: none"> • Ability to line manage others including the allocation of workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to show sensitivity and objectivity in dealing with confidential issues
Knowledge and experience	<ul style="list-style-type: none"> • Previous administration experience • Good general understanding of issues facing schools and the administrative provision they necessitate • Knowledge of a range of computer applications including Microsoft Word, Excel, and SIMS (Schools Information Management System), and ability to produce reports from systems • Previous experience of line managing others 	<ul style="list-style-type: none"> • Experience of working within an educational setting • Extensive experience of SIMS
Personal Attributes	<ul style="list-style-type: none"> • Ability to work well within a team • A person who is quick to learn with an enthusiastic and positive attitude • The ability to work effectively under pressure • A person who presents a friendly and professional image whilst maintaining a sense of calm. • Integrity and sound professional judgment 	

	<ul style="list-style-type: none"> • Drive, enthusiasm and willingness to initiate and contribute to new developments • Willingness to operate as part of a team, carrying out tasks beyond the job description when occasion demands or opportunities exist • Willing to work flexibly with colleagues • Passionate about delivering excellent customer service • Willingness to work extra hours when required • Willingness to participate in further training and developmental opportunities offered by the school 	
Other	<ul style="list-style-type: none"> • An enhanced DBS check will be needed for this post 	

Please note that we are committed to safeguarding and promoting the welfare of our students and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the school.