

JOB DESCRIPTION

ADMIN & RESOURCES MANAGER

Job Title:

Responsible to: The Headteacher of the MAT in all matters
The MAT School Business Manager
The Headteacher of Corsham Regis Primary Academy
The MAT Office Manager
The MAT Finance Manager

Grade: G Points 13 – 17

Hours of Work: 35 hours per week – 8.00am until 3.30pm Mon to Fri
Term-Time Only including Teacher Development Days

Place of Work: Corsham Regis Primary Academy

Purpose of Role:

Under the direction of the Headteacher the postholder will be responsible for the day-to-day management of all school resources and ICT and will Line Manage and lead the work of the School Receptionist and Site Manager.

To ensure the safe maintenance and operation of the school premises at Corsham Regis Primary Academy.

Job Duties:

Financial Resources (including Payroll admin). Under the direction of the MAT Finance Manager the postholder will:

- Be responsible for the management of income generation, including school lettings and fundraising initiatives. To liaise with the staff responsible for carrying out the lettings of the premises. To liaise with the MAT Central Finance Team for invoicing.
- Manage the School Fund to include banking charity donations and liaise with MAT Central Finance Team for onward reporting.
- Prepare income received (cash/cheque) for banking and take to MAT Central Finance Team for banking (the majority of our income is received electronically via SchoolComms).
- Manage the ordering of goods and services through the use of internal purchase requisitions and/or the Academy's Corporate Card for online orders, confirm all goods and services received, liaise with the Headteacher to authorise invoices and send to the MAT Central Finance Team for payment.
- Manage the School Gateway, entering new payment requests for Trips, Swimming etc. Reconciliation of School Gateway income for onward reporting to the MAT Finance Team.
- Receive and collate all staff pay & mileage claims, check for accuracy and input the data into monthly payroll spreadsheet for onward reporting to the MAT Finance Team. Deal with any staff payroll queries in the first instance.

Human Resources

Under the direction of the Headteacher and the MAT Officer Manager the postholder will:

- Provide administrative support and assistance to the Headteacher and Deputy Headteacher (and other staff where required).
- Participate in the selection process for staff (as appropriate).
- Ensure accurate personnel records are entered and maintained within the School Information Management System (SIMS) and SAM People and staff absences are accurately recorded in SAM People.
- Assist the Headteacher to produce job descriptions, person specifications and advertisements for vacant posts as required.
- Liaise with the MAT Office Manager for all administrative processes relating to recruitment and other staff changes.
- Maintain Single Central Record online and accurately record completion of safeguarding training for all staff.

- Complete all statistical returns as required, e.g. School Workforce Census, School Census.
- Line Manage the Receptionist, Site Manager and Cleaners; conduct annual appraisal.
- Liaise with the Headteacher on staff training, process bookings and record course applications.
- Conduct Stage 1 Absence meetings for all staff in line with The Corsham School Academy Group Ill Health and Sickness Policy and Procedure.

ICT

Under the direction of the Headteacher, the postholder will:

- Liaise with the Academy's ICT provider to ensure all ICT equipment is up to date and running effectively to enable staff to work efficiently.
- Manage day to day issues as and when they occur and advise ICT provider of problems affecting smooth operation of school.
- Update Office 365 with leavers and starters and manage email passwords for staff
- Request usernames and passwords for all new starters

Facilities and Property Management

- Play a significant part in any project management undertaken at the school.
- Ensure the safe maintenance and operation of all school premises.
- Ensure the continuing availability of all utilities, site services and equipment.
- Monitor quality of work by contractors.
- Manage and control all insurance records including inventory.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Ensure ancillary services, e.g. catering, cleaning, are monitored and managed effectively.
- Lead the work of the Site Manager so that the building is well maintained and repairs undertaken efficiently.
- Lead the work and organise (except for major projects) the maintenance of the buildings and grounds.
- Organise and monitor regular maintenance contracts.
- Monitor the standards of cleaning in the school and inform the Site Manager of any concerns.
- Report to the Headteacher on the administrative/facilities/buildings aspects of the school.
- Liaise with the catering supplier regarding student meals.

Administrative (General):

- Perform routine administration work (including word processing, data input, photocopying, filing and shredding, lost property, fire registers etc) to support the student services centre as directed by the Assistant Head (Care and Guidance) ensuring all deadlines are met and all contacts satisfied.
- Reception duties as required in the absence of the Receptionist.
- Assist with the input, maintenance and retrieval of all personal and collective data in respect of pupils and staff at school, ensuring that confidential information is held securely.
- Refer the students' needs relating to emotional, behavioural and social to the relevant staff.
- Oversee the pupil register to ensure a comprehensive record is kept of everyone entering and leaving the premises.

This is not an exhaustive list and some changes to both the Job Description and duties may occur.

Key Responsibilities:

Contribute to the ethos and aims of the School

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically through Sharepoint) ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher, line manager and the Business Manager asks relevant to the school's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals.
- To liaise with parents, students, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries.

Skills/Qualifications:

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates' forms part of the conditional offer checks.

Further Information:

Scale Point	All staff start at the first scale point within their salary grade and receive annual increments until the top of scale is reached.
Pension	As an employer of the Local Government pension scheme, the postholder will be automatically enrolled into the Wiltshire Pension Scheme. The school pays a contribution of salary into the LGPS – this is an additional remuneration benefit.
Confidentiality	Some of the work undertaken within the school is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the school's data protection parameters.
Annual Appraisal	All staff undergo an annual appraisal as part of performance management at The Corsham School.

The Corsham School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Enhanced Disclosure Barring Service checks, medical and satisfactory references as part of standard pre-employment checks.

PERSON SPECIFICATION**Job Title:****ADMIN & RESOURCES MANAGER**

Skills Assessment Criteria	Essential	Desirable
Formal Qualifications:	Minimum 5 GCSE Grades A* - C or equivalent including English and Maths	A good standard of education to 'A' Level or equivalent in at least 2 subjects NVQ Level 3 or 3 years relevant experience in Office Administration
Work Related experience and Associated Vocational Training:	Previous office experience Good organisational skills, to be able to prioritise work and meet deadlines Experience in a customer service environment, either face to face or telephone Data entry and manipulation e.g. producing relevant reports in a standard format	A good knowledge / experience of how a primary school operates Previous experience working with children or working in a young person centred environment
Other Relevant Work Experience:		
Job Related Skills:	Well developed ICT skills including Microsoft office packages especially Excel, Word & Outlook	Previous experience of SIMS, School Gateway, Parent Pay Facilities and Property Management

	Good organisational skills, to be able to prioritise work and meet deadlines	Health & Safety
	A good financial aptitude	
Personal Skills:	<p>Good communication skills with people at all levels and from a variety of backgrounds</p> <p>Ability to quickly build an appropriate rapport with staff, students and parents</p> <p>Demonstrate good attention to detail</p> <p>Able to quickly and accurately record information</p> <p>Ability to stay calm under pressure</p> <p>A 'can do' attitude</p> <p>Ability to adapt to a changing environment</p> <p>A willingness to learn</p>	

** Corsham Regis Primary Academy will accept photocopies on application, but original certificates MUST be presented for verification the interview day.*

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

Signed**Date.....**