

Ysgol Henry Richard

Job Description



Job Description

Title of post:	Head of Administration
Grade SCP and salary	Grade 8, SCP18-22
Job Purpose	Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or Management of support staff, including co-ordination and delegation of relevant activities. Purpose: • To be responsible for general personnel matters, including administration relating to staff • To manage the payroll services for all school staff • Managing of staff recruitment procedures such as processing contracts, organising references and liaising with local authority human resources department. • Managing staff absences and recording on the local authority CERI site. • Arranging cover for absences across the school including teaching and non-teaching staff. • Management of staff records including recruitment details, letters, absence letters, EWC in a secure and totally confidential manner. • Assist headteacher and clerk with arrangements for governors' meetings. • Oversee and management of pupil records through Bromcom, Teacher Centre and any related packages. • Completion of PLASC and SWAC returns and manage accordingly. • Management of daily school finance such deploying budgets for departments and using the Finance Management System. • Communicate to all staff through daily messages and weekly bulletins. • Update school calendar on staff site and website. • Checking documents before they are presented to stakeholders • Keep minutes of meetings when required. • Line manager for the administration team and oversee all administration tasks.
Location	Ysgol Henry Richard
Hours of Work	37 hours per week
Type of Contract	Full time and term time
Length of Contract	Permanent
Immediate Line Managers job title	Headteacher
Duties and responsibilities	<u>Organisation</u> • Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies

- Line Management responsibilities where appropriate:
- Manage support staff
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff
- Undertake recruitment/induction /appraisal/training/mentoring for other staff

Administration

- Take lead role in the development and maintenance of record/information systems
- 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 personal support to other staff-
- Provide organisational and complex advisory support to the Governing Body
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
- Manage the administration of Payroll system

Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resource
- Take a lead role in the recruitment of support 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
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc
- Manage financial administration procedures
- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Health and Safety management

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

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	• Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the school • Develop constructive relationships and communicate with other agencies/professionals • Share expertise and skills with others • Participate in training and other learning activities and performance development as required • Recognise own strengths and areas of expertise and use these to advise and support others
Accountability	Accountable to the Senior Leadership Team and Governing body. Liaise with Head teacher on a daily basis.
Other Specific Duties	• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. • The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. • This job description is current at the date shown, but in consultation with you, may be changed by the Head teacher or, during Performance Management review discussions, by your line manager to reflect or anticipate changes in the job commensurate with the grade and job title. The job descriptions will be reviewed annually and signed.

Signature		Date	
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Person Specification

Academic / Professional / Technical / Vocational Qualifications (including the Level of qualifications) required for the post	NVQ Level 4 or equivalent qualification or experience in relevant discipline. Excellent numeracy / literacy skills. Excellent ICT skills			
	Listening /Speaking	Reading	Writing	
Welsh Linguistic Skills Level	5	5	5	The Welsh linguistic skills noted are required must be attained within two years of appointment.
English Linguistic Skills Level	5	5	5	The English linguistic skills noted are required must be attained within two years of appointment.
Personal Qualities	Essential - Professional, reliable, and of high integrity. - Highly organised with a methodical and accurate approach to work. - Proactive and able to use initiative effectively. - Flexible and adaptable to changing priorities and demands. - Excellent interpersonal skills with the ability to build positive relationships with staff, governors, parents, and external agencies. - Able to act with discretion, sensitivity, and professionalism when dealing with staffing and personnel matters. - Committed to supporting the ethos, values, and aims of the school. Desirable - An interest in developing and improving systems and procedures to enhance efficiency. - Commitment to continuous professional development.			
Experience	Essential - Significant experience in an administrative role within a busy working environment. - Experience of effectively using ICT systems and office software packages. - Experience of maintaining detailed and accurate records. - Experience of handling confidential and sensitive information. - Experience of working both independently and as part of a team. Desirable - Experience of working within a school or educational setting. - Experience of supporting recruitment and personnel processes.			

	• Experience of processing orders, monitoring expenditure, and maintaining financial systems. • Experience of using school management systems such as Bromcom, Hwb, or similar platforms.
Knowledge and Skills	Essential • Excellent communication skills in both Welsh and English, both orally and in writing. • The ability to produce professional correspondence and documentation to a high standard in both languages. • Outstanding ICT skills and the ability to use a wide range of software packages and digital systems. • Confidence and adaptability in learning and implementing new systems and technologies. • Strong understanding of administrative and office procedures. • Excellent organisational and planning skills. • Exceptional attention to detail and a high level of accuracy. • The ability to prioritise workloads and work effectively under pressure to meet deadlines. • Strong numeracy skills and the ability to maintain and monitor financial records accurately. • The ability to maintain the highest standards of confidentiality and professionalism. Desirable • Knowledge of school financial procedures. • Knowledge of data protection legislation and GDPR requirements. • Understanding of the structure and operational needs of All Age Schools.
Training/education required to be undertaken for the post/worked towards	• Participate in the school's professional learning programme. • Fully commit to a performance management cycle to set professional development targets.
Language Requirement	Fluency in both Welsh and English is essential for this role. Applicants must possess excellent communication skills in both languages, including the ability to produce high-quality professional correspondence, reports, and documentation in Welsh and English.