



# **Job Description**

Senior Admin and Support  
Manager (Band 5)

## Senior Admin and Support Manager (Band 5)

**Job Purpose:** Responsible for/manage the operation and delivery of support services within the school. Responsible for/manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of the school management team.

**Post Title:** Senior Admin and Support Manager

**Job Reference:** SG15

**Responsible to:** Headteacher

**Workplace:** Pele Trust Schools

**Band:** 5

**Responsible for:** Management of designated support staff

### Resources

<b>Staff</b>	Supervision of a number of staff
<b>Finance</b>	Money Handling and Banking, Tracking Budgets, Procurement Protocols
<b>Physical</b>	Office Equipment, School Buildings, Accuracy and Security of Databases
<b>Clients</b>	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)

### Duties and Key Result Areas

#### Organisation:

- Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
- Line Management responsibilities
- Be responsible for the implementation of recruitment/induction/appraisal/training/mentoring systems for support staff
- Represent the support staff at relevant meetings

#### Administration:

- Develop, maintain and monitor management information systems
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
- Be responsible for the design and effective operation of administrative procedures
- Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g. DfE
- Commission appropriate Payroll systems and be responsible for their effective operation

## Resources:

- Identify the need for, select and manage resources, including management of resource budget
- Be responsible for the appropriate deployment of staff
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
- Manage procurement and be responsible for ensuring compliance with Trust policy
- Identify the need, and be responsible, for securing appropriate licences and insurance
- Be responsible for devising marketing and promotion strategies for the school
- Be responsible for the management of facilities including use of premises and associated income, with oversight of major building works and projects
- Develop work specifications and manage service contracts
- Be responsible for the effective implementation of financial administration procedures, including responsibility for compliance with Trust and DfE financial regulations
- Be a key link for planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure from the school budget
- Support the management of Health & Safety within the school

## Responsibilities:

- Comply with and assist with the delivery of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school and Trust
- Develop constructive relationships and communicate with other agencies/professionals
- 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
- To undertake other duties and responsibilities as required commensurate with the grade of the post

## Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Work Arrangements

<b>Transport requirements</b>	Ability to travel between Trust school if necessary
<b>Working patterns</b>	Usually between the hours of 0800 and 1630 Monday to Friday during term time, with additional contracted days during school holidays
<b>Working conditions</b>	Primarily office based

## Person Specification

Specification	Essential	Desirable
<p><b>Knowledge and Qualifications</b></p>	<p>GCSE Maths and English Grade 4+ (or equivalent)</p> <p>Level 3 qualification (or equivalent experience) in business administration, management, or a related field</p> <p>Sound working knowledge of administrative systems, processes and compliance requirements within a multi discipline organisation</p> <p>Understanding of financial administration, including budget oversight and procurement</p> <p>Working knowledge of data protection, safeguarding, and health and safety responsibilities in an organisational context</p>	<p>Level 4 qualification (or equivalent) in business management, school business management or a related discipline</p> <p>Knowledge of education sector systems, statutory returns and regulatory requirements (e.g. census, DfE returns)</p>
<p><b>Experience</b></p>	<p>Experience of managing or coordinating administrative systems and processes across a service or department</p> <p>Experience of line managing staff, including allocating work, monitoring performance and supporting development</p> <p>Experience of working with internal and external stakeholders and resolving issues in a customer-facing environment</p> <p>Experience of implementing or maintaining procedures to ensure compliance with organisational policies</p>	<p>Experience of working within a school, academy trust or public sector environment</p> <p>Experience of managing budgets or supporting financial monitoring</p> <p>Experience of coordinating estates, facilities or service contracts</p>

Specification	Essential	Desirable
<b>Skills and Competencies</b>	<p>Ability to organise, prioritise and manage a complex and varied workload across multiple functions</p> <p>Ability to lead and motivate staff, setting clear expectations and maintaining standards</p> <p>Excellent ICT skills, including the use of management information systems and Microsoft Office/Google Workspace</p> <p>High level of interpersonal and communication skills, with the ability to deal confidently with a wide range of stakeholders, including challenging situations</p> <p>Ability to interpret policies, procedures and statutory guidance and translate these into effective operational practice</p> <p>Strong attention to detail and ability to maintain accuracy across systems and records</p>	<p>Experience of using school-based systems (e.g. SIMS, CPOMS, Arbor, ParentPay or equivalent)</p> <p>Project coordination skills, including planning and monitoring delivery of operational activity</p>
<b>Other</b>	<p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Ability to work flexibly to meet the operational needs of the school, including occasional additional hours</p> <p>Commitment to equality, diversity and inclusion</p> <p>Willingness to undertake continued professional development</p>	<p>Evidence of ongoing professional learning or development in administration, leadership or operational management</p>