

# Information Pack

## Administration Manager

<b>Responsible to:</b>	Director of Business & Operations
<b>Start date:</b>	ASAP
<b>Salary:</b>	£26,000 - £30,000
<b>Benefits Include:</b>	Flexi days off during term time, Private Health Care
<b>Status:</b>	Permanent
<b>Days and Hours:</b>	Full Time, 52 weeks – 37.5 hours per week, Holidays 25 days + BH
<b>Staff managed:</b>	School Administration Officers and Receptionists
<b>Deadline:</b>	Monday 10 <sup>th</sup> September 2018

*The Trust reserves the right to interview and appoint a suitable candidate before the closing date.*

### About us

Compass School Southwark is a four-form entry, mixed, 11-16 free school that opened in September 2013. Founded by a varied and experienced group of Trustees, the school will grow to offer an exceptional education to 600 young people in the heart of Bermondsey by September 2021 when it will move into a new state-of-the-art building on its current site. We are ideally located, just a short walk from Bermondsey Tube Station.

Compass School has applied to join the prestigious City of London Family of Schools sponsored by the City of London and are already engaged in partnership work with the trust on a number of levels. The City of London family is not only the top ranking multi-academy trust in the country, but through the City heritage and values, brings opportunities through the Guilds and Livery Companies that serve as an aspirational bridge for our community.

### Will you join us in reaching our aspirations?

If you share our values, have an entrepreneurial spirit, and are excited by the prospect of making a real contribution to a new and growing school, we want to hear from you.

### Contact us

For further information about the school and the Trust, please go to [www.compass-schools.com](http://www.compass-schools.com).

If you have any questions, contact us at [recruitment@compass-schools.com](mailto:recruitment@compass-schools.com) or 0203 542 6506.

### How to apply

Our preferred method of application is via the TES website, however, you can also download an application form from our website.

# Job Description

## Administration Manager

### Role summary

Compass School Southwark is a small school of around 60 staff and 330 students, which has big ambitions and is growing year on year. We are now looking for an experienced administrator who is able to lead and manage an enthusiastic team while supporting the Leadership of the school in achieving its strategic aims.

This is a busy and varied role, but one which provides an opportunity for an outstanding candidate to not just manage but lead aspects of the school's administration functions as we grow, and build a high profile in the school. The successful candidate will co-ordinate the core administration function within the school, while also anticipating and planning for both the ebb and flow of school life.

The School Administration Manager will be an enthusiastic advocate for Compass School Southwark, participating fully in the life of the school community. The successful candidate will be a strong communicator, acting as a liaison between students, staff and parents. A high level of tact and diplomacy is also required in the role, as the appointed post holder will be privy to a large amount of confidential information.

### Accountability

The School Administration Manager will be accountable to the Director of Business and Operations and manage the School Administration Officers and Receptionists.

### Key responsibilities

- To lead and develop the whole administration team which provides administrative support for the school.
- To lead the office team in providing administrative support for school events and the admissions process.
- To be responsible for the accuracy of the school student/staff database and collection of student data. Provide statistical reports of student/staff information as requested. Provide accurate information for various statutory returns and ensuring accurate student/staff data for annual CENSUS return.
- Undertake performance management for the admin team
- Monitor general administrative functions, procedures and be accountable for quality and accuracy.
- To support the Headteacher and Business Manager with administrative tasks as required.
- To be responsible for promoting and safeguarding the welfare of children and young people, staff and visitors within the school.

### Leadership & Strategy

- Anticipate the expectations and workload pattern of the administration team
- Support the administration team through co-ordinating and directing their responsibilities.
- Think innovatively and creatively about the role, and how to ensure that the school administrative functions run effectively and efficiently.
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action.
- To oversee and develop effective and efficient manual and computerised filing systems with regards to GDPR and school policies.

### **Governing Body**

- Liaise with the Governing Body in arranging Governors meetings and any other meetings as required.
- Carry out some of the necessary administrative tasks in connection with this, to include preparing Appeals documentation, information regarding Fixed Term and Permanent Exclusions and other Disciplinary matters.
- Prepare and maintain materials for meetings as required.

### **Leadership Team support**

- To provide support to the Principal / Director of Operations and Business on administration, organisation and the provision and arrangement of resources.
- Produce accurate and concise minutes from a range of meetings which you may be asked to attend.
- Support SLT with updating and developing the school website, marketing and promotion initiatives for the school.

### **Office Management**

- Ensure the smooth running of school reception and office and have an oversight of all work undertaken by the office administrative team in order to allocate and monitor workloads.
- To ensure that school stationery is always available, and stock levels of regularly required goods are maintained.
- To take responsibility for the reception area and school office ensuring it is tidy, safe and secure and operating a clear desk policy.

### **Communication**

- To ensure that communication between parents, staff, governors and the office administration team is effective and runs smoothly.
- Establish and maintain effective working relationships at all levels both within and outside the school.
- To effectively communicate with stakeholders face to face, on the telephone and on email to respond to queries, provide information and services and co-ordinate the main office communication with parents and carers.
- To assist the Principal in communicating information and decisions to members of staff and Governors.
- Assist the Principal in conflict resolution in matters relating to staff, students and parents.
- To manage and monitor incoming e-mails to the school's generic e-mail addresses and forward to relevant staff members or deal with as appropriate.

### **Financial Resource Management and Planning**

- Use the agreed budget to actively monitor and control spending within the administrative areas of the school (including reprographics).
- To be responsible for the effective management of school administrative equipment and resources.

### **Diary management**

- Manage the whole school diary, which includes being aware of all trips/visits/staff absences
- Manage the school room booking system.

### **Student Administration**

- To be responsible for administrative procedures relating to the annual year 6 intake.
- Liaise with borough admissions department to maintain an accurate and up to date list of students to be admitted.
- Preparation and distribution of information packs to parents. Ensuring Year 6 data entered on the school data management system ready for new academic year.
- To support with appeals for admissions and exclusions.

- To oversee and support the School Administration Officer in maintenance of the school's attendance administration e.g. Registers, On-Site/Off-Site information etc.
- To be responsible for the administration management of the cashless system with regard to school meals, parent accounts and free school meals in a timely manner, ensuring confidentiality and enabling students to purchase food when required.

### **Human resources management**

- Support the Director of Business and Operations with all confidential HR matters.
- Liaise with the external HR consultant and advisors when requested.
- Work with the Director of Business and Operations to co-ordinate the school's recruitment activities, in particular communicating with prospective candidates.
- To support with arranging and recording cover, administrating the software to ensure absence of teaching staff (this will require a 07:30 start).
- To be responsible for co-ordination and production of the Staff Handbook and Office Manual ensuring insertion of up-to-date procedures, maintaining an up-to-date staff list and arranging and labelling staff pigeon holes in the staff room.

### **Data management**

- To use computerised management information systems (including Arbor) and paper based filing system to enter, record and retrieve data, supply information in response to requests and make reports and returns required by a variety of different sources.

### **All members of the Compass School staff are expected to**

- Support the Principal and Trustees in delivering the educational vision of the Compass Schools Trust
- Work towards and support the school vision and objectives outlined in the school development plan
- Communicate Compass Schools Trust values, aims, policies and plans to staff, students and parents
- Actively foster the ethos and values of the school
- Build an expectation of high achievement for all
- Help to create the best environment to promote and secure the achievement of students and staff
- Have a sense of Corporate Responsibility for the outcomes of pupils at Compass School Southwark
- Comply with and support at all times the school's policies and procedures on safeguarding
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Uphold and enhance the school's reputation by ensure positive, courteous relations with students, parents, colleagues and other stakeholders
- Be willing to go above and beyond expected levels of commitment to ensure the success of the school
- Be proactive in ensuring appropriate allocation of resources, and evaluate against outcomes
- Undertake other reasonable duties related to the role as required from time to time
- Develop and encourage good relations between the school and the local and wider community
- Work closely with other schools, locally, nationally and internationally
- Represent the school at marketing and other external events
- Engage actively in professional development for yourself and colleagues

**This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.**

## Person Specification

The person specification is related to the requirements of the post as determined by the job description.

Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Models high standards of professional conduct</li> <li>• Proven experience of supporting senior leaders</li> <li>• Proven success in managing a busy office, delivering to deadlines and dealing calmly with the unexpected, with the ability to multi-task, outstanding organisational skills and exhibit a meticulous attention to detail at all times.</li> <li>• Experience of effectively managing a team and up-skilling staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Experience of working with young people from challenging backgrounds</li> <li>• Evidence of managing change.</li> </ul>
Education & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Minimum Grade C (or equivalent) in English and mathematics GCSE</li> <li>• Educated to Degree level or equivalent (evidence of qualifications will be required)</li> <li>• Right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualification in office administration</li> <li>• Further professional study</li> <li>• CSBM/DSBM</li> </ul>
Skills	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent command of written and spoken English</li> <li>• Excellent numeracy skills</li> <li>• Excellent administrative and clerical skills</li> <li>• Ability to relate well with staff and students</li> <li>• The ability to demonstrate tact and confidentiality</li> <li>• High level of competence of all Microsoft packages (Word, Excel, PowerPoint and Outlook)</li> <li>• Entrepreneurial and self-reliant and ambitious</li> <li>• Acts with integrity and fairness</li> <li>• Excellent time management</li> <li>• Ability to work constructively as part of a team</li> <li>• Keen to get involved in wider school life</li> <li>• Desire to go "above and beyond" in improving outcomes for young people in the local community</li> <li>• Commitment to CPD for self and others; seeks feedback and acts upon it</li> <li>• Promote and safeguard the welfare of children and young people within the school</li> <li>• Knowledge of health and safety within the office environment</li> <li>• Ability to have a flexible approach to work</li> </ul>	<ul style="list-style-type: none"> <li>• Short-hand</li> <li>• Entrepreneurial spirit and ability think innovatively and creatively</li> <li>• A knowledge of school management information systems</li> <li>• The ability to diffuse confrontation</li> </ul>

**NOTE: This post is subject to an enhanced DBS check.**