

Job Description

Job Title:	Admin Lead
Salary:	36 Hours, 40 or 52 Weeks (flexible for the right candidate)
Contract Type:	Full Time, Permanent
Reporting To:	Director of Operations

Main Objectives

The Administration Lead is responsible for overseeing the daily administration of the school office including line management of all administrative staff. They are also responsible for all administrative and organisational processes within the school, always maintaining confidentiality. The post holder must also contribute towards their own and their team's professional development and could function under high levels of pressure in a demanding school environment. The school Admin Lead will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Duties and Responsibilities

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems.
- Contribute towards the planning, development and organisation of support service systems, procedures, and policies.
- Responsible for the organisation of school trips and music lessons in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments.
- Assist with organising parents' evenings, open days and other meetings and events, including the organisation of rooms, marketing, and equipment, and providing refreshments as required.
- Ensure that all staff create a professional and welcoming reception for all visitors and parents. Ensuring all visitor checks and health and safety processes are in place to monitor entry in and out of the school.
- Follow security procedures in the reception area to ensure the safety and security of the school.

Leadership

- To undertake direct supervision and management responsibility of the work of administrative staff as appropriate.
- Take a lead role in relation to safeguarding in our school. Ensuring the relevant procedures are in place and followed by all admin staff.
- To undertake all HR processes under the direction of the Director of Ops for team members including, induction, appraisal, training, and mentoring.
- Recognise own strengths and areas of expertise and use these to train and develop the team.
- In case of absence be able to cover any of the roles that are line managed by the Admin Lead.

- Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally.
- Develop an office team that delivers and meets the needs of the school.
- Take all decisions in line with the vision and values of the school and encourage others to do the same.
- Ensure that the school office areas across site embody the school ethos of The Fortismere 4 and display all school marketing and branding.

Administration and Communications

- To undertake word processing and IT based tasks on a variety of office programs and to train staff where required.
- Manage manual and computerised record/information systems and ensure parent data is up to date and performing regular data checks in conjunction with the Director of Operations.
- Analyse and evaluate data/information and produce reports/information/data as required for the School Leadership team when required.
- Provide personal, administrative and organisational support to other staff and the governing body.
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary.
- Receive and prioritise incoming telephone calls and deal with them appropriately, including recording and distributing messages as required. Operate an effective communication system to ensure information is made available promptly to staff and others.
- Responsible for sending all communications to stakeholders through the MIS system.
- Organise and distribute incoming and outgoing post.
- To arrange school tours for parents/carers, which promote the public image of the school for parents/visitors.
- Receive all visitors to school in accordance with school procedure. Welcome visitors in a professional and hospitable manner to create a positive first impression. Deal with matters appropriately including referring on to the most appropriate person and giving visitors information as requested.
- Management of the induction process for all new pupils and parents, ensuring all school communications are set up.
- To monitor and be responsible for the whole process of distributing school reports to parents.

Resource Management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes.
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school.
- Assist with marketing and promoting the school.
- Manage the school administration on Parent Mail not limited to sending communications, setting up trips, music lessons and providing login details for all stakeholders.
- Ensuring all the relevant documentation for trips in line with the school policy and working with the Finance Lead to include the costings are completed effectively.
- Manage financial administration procedures for your department and maintain appropriate records to satisfy audits.
- Manage office expenditure with an agreed budget.
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available, and staff operate a clear desk policy.

- In the event that cash is taken into the office, cash handling procedures such as receipts are adhered to, and money is given to the Finance Lead immediately.
- Compliance with School policies and procedures e.g., Equality and Diversity, Health and Safety and Safeguarding and promote with in the admin team.

Compliance

- Manage the visitor safeguarding requirements, including collating documentation and DBS checks as required.
- Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Ensure that all medication forms and care plans are in place and shared for those pupils that require them, and the MIS system is updated accordingly.
- Manage medical needs pupils in line with the Haringey policy.
- Ensure all staff are aware of the key policy documents and abide by the school code of conduct.
- Ensure that all staff are operating within the Health and Safety regulations as advised by the Facilities Manager.
- Ensure that all staff complete their DSE assessments yearly and have the relevant H&S training such as Fire Warden.
- Act as a fire warden and first aider for the school.

Important Notes:

- This job description will be reviewed annually or earlier if necessary. In addition, it may be amended at any time after consultation with you.
- The post holder shall ensure the duties of the post are undertaken with due regard of the school’s Health & safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation
- The post holder shall carry out these duties with due regard to the Fortismere policies, procedures and priorities
- Our school is committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Haringey are expected to share this commitment
- There may be situations where the post holder may be required to undertake other duties within the school at the discretion of the Co-Headteachers, but within the level of responsibility of the current job description.

July 2023

Signed Dated