

Job Description

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Job Title:	Administrative Team Leader
Scale:	P02 Point 35 Plus 4 hours contractual overtime - tbc
Line Manager:	Deputy Headteacher

Main Purpose of the Job

- To support the Co-headteachers in implementing the school improvement plan
- To lead, organise and supervise all administrative tasks within the school and to line manage the Admin Team

General Responsibilities

- To take responsibility for areas of work without supervision and use initiative
- Comply with and help develop policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/aims/work of the school
- Develop professional 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 areas of strength and use these to advise and support others

Main Duties

Cover

To work closely with the Deputy/ Assistant Head and:

- To be responsible for the day-to-day management of cover, ensuring this is sent to all staff by 8am each morning
- To liaise with supply agencies to ensure that suitable cover supervisors are in place to help ensure the smooth running of the school
- To maintain detailed records of all staff absence, on CMIS and through the cover book, and to analyse cover on a termly basis and when required by SLT

Recruitment

To work closely with the Deputy/ Assistant Head and:

- To collate all the paperwork required for advertising vacant posts
- To be responsible for placing adverts for all vacancies in appropriate outlets
- To prepare all applications for shortlisting, including criteria lists
- To be responsible for processing all aspects of posts offered, advising the Head's PA and Business Manager of appointees, and providing both with the necessary paperwork to update the Borough
- To be responsible for collating all DBS paperwork on appointment and liaise with the Finance Team to ensure confidentiality and processing of DBS

Line Management

- To line manage the Welfare Officer, Receptionist/Administrators in North and South Wings, Sixth Form Administrator, LINC Administrator, and ParentMail/Attendance Co-ordinator.
- To ensure all Job Descriptions for the team are up-to-date and accurate
- To undertake recruitment as and when vacancies arise
- To undertake monthly one-to-one meetings, monitoring performance and addressing issues
- To manage the annual appraisal process for all members of the team and to set SMART objectives
- To oversee all aspects of team members' work, making decisions and tackling problems as necessary
- To co-ordinate regular team meetings
- To develop policies and procedures for Admin staff

Administration

- To be responsible for the effective and efficient running of the Admin Team
- To take a 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
- Manage complex administrative procedures
- To be responsible for the production and maintenance of the school's annual calendar, including any updates throughout the year, in conjunction with SLT
- To be responsible for the paperwork and all that it entails for student Fixed-Term Exclusions
- To liaise with SLT and Heads of Colleges to undertake specific, often confidential, tasks
- To liaise with all colleagues in a collaborative way to ensure that admin tasks are fulfilled
- Using the school's various databases, to collate and produce reports for teaching staff, pertaining to data on students (including annual VT class lists)
- To liaise with parents/carers in a calm and professional manner, dealing with enquiries and complaints, and being mindful of the school's reputation
- Be responsible for the completion and submission of complex forms, returns etc including those to outside agencies
- To receive all visitors to school in accordance with the 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
- Follow security procedures in the Reception areas to ensure the safety and security of the school
- Receive and prioritise incoming telephone calls and deal with them appropriately, including recording and distributing messages as required
- To be responsible for the provision and upkeep of Admin Team equipment (eg franking machine, folding machine etc)

Headteacher PA Support

- To operate an effective communication system for the Headteacher ensuring information is made available quickly to staff and others
- To provide secretarial support for the Senior Leadership Team, including taking Minutes at meetings if required
- In the absence of the Head's PA, to provide secretarial support for the Headteacher and Governors

Pastoral

- To participate in whole-school vertical tutoring programme, as required.
- To help facilitate the extended and extra-curricular opportunities for pupils, as required.

This job description should not be viewed as a prescriptive document but as an outline of the duties of the post. The job description is subject to review and change after consultation and agreement with the post holder.

April 2018

Signed_____ **Date**

Signed_____ **Date**