



# **FAIRFAX**

MULTI-ACADEMY TRUST



**Officer Manager**

**JOB DESCRIPTION**

## **JOB DESCRIPTION**

### **ADMINISTRATION MANAGER**

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#### **JOB PURPOSE**

- To be responsible to the Deputy/ Assistant Head of Academy for leading the work of the academy administration team (including reception), ensuring that a high level of service is provided to staff, students and visitors.
- To support the PA to the Head of Academy on a daily basis with the provision of a confidential secretarial and administrative service to the Head of Academy.
- This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy and Deputy/ Assistant Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

#### **MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST**

##### **Administration:**

- Maintain overall responsibility for managing the administration team and quality assure their work
- Oversee the telephone switchboard system/reception, take telephone calls and ensure all messages are relayed in a timely manner to the appropriate staff. Deal with a wide range of queries from students and parents
- Receive all incoming e-mails to the academy and forward to relevant staff members or respond as appropriate
- Oversee the accurate inputting of student details onto the academy's SIMS database by administrative staff. Carrying out regular checks to ensure the data is accurate to aid census
- Co-ordinate termly collection of data from parents/carers necessary for the accurate maintenance of the SIMS database and for the provision of student data reports for academy purposes
- Be responsible for creating and issuing admission packs for new students, ensuring admission forms are completed, returned and details recorded on SIMS
- Be responsible for mid-year admissions ,managed moves/OSD, normal admissions transfers as well as the administration of school leavers including ensuring all integration processes are in place for students start dates.
- Be responsible for the administration of Free School Meals
- Be responsible for all external communication with parents, managing and maintaining the school's parental communication software (My Child at School).
- Escalate parent queries/complaints as appropriate and ensure they are swiftly responded to and tracked
- Provide essential input to the set-up of ParentPay cashless system accounts with regard to school trips and purchase of revision textbooks. Also, to provide administration support regarding ParentPay records for school meals and free school meals as directed by the

Finance Manager. To also provide first line support for parent queries regarding balances on ParentPay

- Be the main administrator for PS Engage and set appropriate user permissions for the administration team
- Help to produce the school newsletter in conjunction with SMT and Graphic Designer
- Be responsible for the distribution and collection of post including maintaining out bound post procedures
- Oversee the ordering of stationary supplies and control stock levels within agreed budget
- Ad hoc duties to include: School Safe procedures, maintenance of school bell timings, ordering and maintenance of stationery, changing of switchboard message as necessary
- Weekly preparation of the Staff bulletin. Oversee the creation of the daily Student bulletin
- Set up an archiving system (computer and paper files) for the administration team and ensure this is maintained and information archived regularly in line with the latest Data Protection legislation
- Make necessary travel arrangements as and when required
- Perform other such duties as the Principal or their PA may from time to time determine
- Create and maintain a reception cover rota for peak times only
- Attend Open Evening (normally in September/ October) and New Intake Evening (normally in July)
- Assist in participating in parents' evenings on a rota (Front of House)
- Organise and manage paperwork for managed move applications and maintain a database that tracks managed move students
- Taking notes at meetings
- Be one of the nominated First Aiders on site
- Ensure the website is compliant and updated appropriately when needed.

### **Supervisory Duties**

- Lead the work of the administration team, ensuring efficient distribution of workload between staff, through liaison with faculty and department leads
- Line manage the administration team, including coordinating cover and carrying out annual performance reviews
- Work with the CPD Co-ordinator on developing the training programme for the general administrators, supervising tasks set and monitoring progress
- Ensure that all members of the team are conversant with the full range of duties so that adequate cover can be provided during absences

### **Administrative Service to the Head of Academy and their PA**

- Provide confidential administrative support to the Principal and their PA to support the promotion of Teaching & Learning in the academy to include:
  - Assisting in organisation of training days/CPD
  - Maintain confidential records - including learning walks
  - Setting up learning observations
  - Administration including preparation of work for meetings with stakeholders
  - Administration of special projects
  - Dealing with incoming e-mails and post
  - Responding to correspondence as agreed with the Principal
  - Photocopying, word processing, laminating and minute/note taking



- Keep filing up to date
  - Arranging of meetings and travel
- In conjunctions with the Principal , produce and distribute staff briefing notes
- Attend and minute Leadership Team meetings as requested and circulate action notes
- Provide secretarial assistance to various leadership working groups including the preparation of minutes and agendas
- Book meeting rooms and organise refreshments for meetings held by the Head of Academy
- Arrange termly department reviews for the Principal
- Conduct tours of the academy as required

#### **GENERAL**

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Engage actively in the performance review process
- Carry out break or lunch time duties where assigned
- Perform any other such duties as the Principal and Deputy/ Assistant Head of Academy may from time to time determine

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

I have read and accept this job description

**Signature:**

**Print Name:**

**Date:**

# ENRICHING **LIVES;** TRANSFORMING FUTURES

**EXCELLENCE.**

DEDICATION.

**AMBITION.**

INTEGRITY.

**TRADITION.**