The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

### Job details

**Job title:** Administration & Organisation Level 4+

**Directorate:** [School name - amend as appropriate]

**Reporting to:** Headteacher

**Grade:** PO2

### Job description

**Purpose of the post:**

- Be responsible for/manage the operation and delivery of support services within school.
- Be responsible for/manage the planning, development and monitoring of support services. To manage support staff, including commissioning and delegation of relevant activities.

**Main duties and responsibilities:**

#### Organisation:

- Be responsible for planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies.
- Line management responsibilities where appropriate including, management of support staff, liaising between managers/teaching staff and support staff.
- Hold regular team meetings with managed staff and undertake recruitment/induction/appraisal/training/mentoring for other staff.

#### Administration:

- Develop 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 Senior Management Team, the Governing Body and outside agencies e.g. DFES.
- 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, including recruitment.
- Be responsible for the provision of specialist advice and guidance to SMT/Governing Body on national and local guidelines/policy/statute etc.
- Interpret matters of policy/procedure/statute to ensure the schools compliance and initiate appropriate action arising.
- Manage procurement and be responsible for securing relevant sponsorship.
- 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 the use of premises and associated income, and major building works and projects.
- Develop work specifications and manage service contracts.

Responsibilities:
- Comply with and assist with the development of policies and procedures relating to child protection, health, security confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- 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.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:
- Take part in the school’s performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
## Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below…] | Essential | Desirable |
---|---|---|
### Qualifications
1. NVQ 4 or Degree or equivalent in a relevant discipline. | ✓ | |

### Experience
2. Several years experience working in a business environment at management level. | ✓ | |

### Knowledge
3. Excellent Numeracy/literacy skills. | ✓ | |
4. Full working knowledge of relevant policies/codes of practice/ legislation. | ✓ | |

### Skills
5. Ability to interpret advice/statue and to devise policy/practice in the light of these. | ✓ | |
6. Ability to manage a multidisciplinary team effectively. | ✓ | |
7. Ability to relate well to children and adults. | ✓ | |
8. Ability to persuade motivates, negotiate and influence. | ✓ | |
9. Ability to self-evaluate learning needs and actively seek learning opportunities. | ✓ | |
10. Display commitment to the protection and safeguarding of children and young people. | ✓ | |