



JOB DESCRIPTION

Administrative Team Manager	
Scale	Scale G – Points 11 to 17
Hours	Term time only + 5 Inset Days + 5 days holiday working. 37 hours per week Hours: Monday to Thursday - 7.30 am to 3.30 pm Friday – 7.30 am to 3.00 pm
Section	Support Staff
Responsible to	Deputy Headteacher
Responsible for	Line Management of Reception, Reprographics, Admin staff

Job Purpose	To undertake the roles of Administrative Team Manager, PA to Deputy Head and arrange the daily Cover to ensure the smooth running of administrative systems of the school .
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide comprehensive PA and administration support to the Deputy Head teacher as required • Ensure Daily Cover is in place for absent teaching staff either planned or emergency. • Be responsible for all aspects of running the school office and the associated administration to ensure the smooth running of the school including supporting all our stakeholders as required. • Lead on Admissions into school of new intakes and in-year admissions as directed by SLT • Lead on Transition administration as directed by SLT • Responsible for the Absence Management of support staff including return to work meetings and associated paperwork. • Deputise and support the Head’s PA as required • Work effectively with all members of the school community to promote the school ethos, mission and values.

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| | <ul style="list-style-type: none">• Adhere to all relevant school policies.• Adhere to all Health and Safety procedures in place both across the whole school and in relation to specific work areas to ensure the safety of everyone on the school site.• Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school• Participate in the school's appraisal process.• Perform any other reasonable tasks within the range of the salary grade. |
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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Office Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Deputy Headteacher.

Person specification

D = Desirable, E = Essential,

Attributes		
Experience/Knowledge	Experience of: <ul style="list-style-type: none"> • Managing a busy office environment • Working with computers • Maintenance of filing systems • Good standard of education • Administrative/Secretarial experience • Knowledge of School Information Management Systems (SIMs) 	E E D E D D
Technical Job Related Skills	<ul style="list-style-type: none"> • Good IT skills – Spreadsheets, Database input, Windows, Word Processing • Good telephone manner • Ability to take messages and relay information orally and in writing • Mail Merge • Diary Management 	E E E D D
Personal Job Related Skills	<ul style="list-style-type: none"> • Commitment to quality and continuous improvement • Accuracy and attention to detail • Numerate • Customer orientated and able to relate well to adults and children • Can work as part of a team • Confidential 	E E E E E E
Education Qualifications	<ul style="list-style-type: none"> • Basic literacy / numeracy qualification • Willingness to undertake further work related training, including support staff introductory training and First Aid 	E E
Other requirements	<ul style="list-style-type: none"> • Willingness to be flexible with working hours to respond to school's needs • Understands school roles and responsibilities and own role within these • Commitment to uphold the Trust Equalities Policy 	E D E

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.
COMMITTED TO EQUAL OPPORTUNITIES**