



Job Description

ACADEMY:	Venerable Bede CE Academy
POST TITLE:	Administration and Business Support Manager
GRADE:	£27,905 - £29,636
REPORTS TO:	Trust Operations Manager
MAIN PURPOSE:	<p>The day-to-day management and directional lead of the Senior Site Supervisor and Admin Team including delegation of relevant duties to facilitate an effective and efficient business service.</p> <p>The oversight and strategic lead of the day to day running of the school premises, grounds and operation of the Academy.</p>
Contracted Hours	37 Hours per week / Whole time
Working Pattern	Mon-Thurs 08:00-16:00 / Fri 08:00-15:30

DUTIES

Administration

- To be proactive in leading and managing the workflows within the school office, including the dissemination of tasks between staff.
- To lead in the management, development and implementation of the school's annual cycle of administration tasks.
- Ensure the efficient provision of routine paper based or electronic correspondence.
- Efficient management of telephone and email contact for the Academy.
- Maintain an accurate filing and archiving system for the Academy.
- Oversee the production of Academy newsletters and arrange proof checking / sign-off by the Head Teacher prior to production.
- Maintain the confidentiality of all Academy's records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.
- Provide administrative support for senior members of staff when required (Typing, Organisation).
- Produce confidential minutes of meetings as directed by the Head Teacher.
- Ensure the efficient management of meeting rooms including provision of hospitality for all stakeholders as necessary.
- Ensure the distribution of briefing minutes, including management of support staff to attend the meetings.
- Liaise with departments and inform all staff of necessary room changes.

- Ensure the effective management of all reprographics requests.
- Manage the CCTV system, providing confidential data as requested in line with Data Protection legislation.
- Set a good example in terms of personal presentation, attendance and punctuality.
- To have responsibility for the administration of school visits, events and activities.

Pastoral Care

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Act as First Aider in line with the established rota.
- Deal with any pastoral queries from pupils or staff.
- Act as Fire Warden for the Academy with responsibility for designated area.

Personnel Management

- Directly manage the office admin team and the Senior Site Supervisor including delegation of tasks, training and development, performance management and professional conduct matters.
- Collection of information and documentation to enable the processing of DBS checks and updating of our Single Central Register for supply staff.
- Ensuring adequate cover of the admin office and site team during vacation periods and teacher training days.
- Monitor and record support staff holiday entitlement.
- To carry out annual Performance Management Reviews and regular line management meetings with relevant support staff.
- To carry out Return to Work interviews with relevant support staff.
- To annually review and amend, where necessary, the job descriptions of relevant support staff.
- Ensure adequate administrative and facilities cover for after school events.

Premises

- To strategically oversee the maintenance and upkeep of buildings and grounds.
- To ensure the buildings and grounds are fit for purpose, and continue to meet the needs of the pupils and staff.
- To have the responsibility and oversight of the coordination and use of all academy facilities including premises lettings, preparation for whole school events and any corporate hospitality.
- To strategically monitor the buildings maintenance, cleaning and health & safety budgets.

Health and Safety

- To assist the Head Teacher and Trust Operations Manager to ensure that Health & Safety regulations are met.
- To liaise with all stakeholders with regards to the appropriate implementation and monitoring of Health and Safety.
- To manage DSE assessments.
- To undertake termly workplace inspections.
- To undertake fire risk assessments and review emergency evacuation plans.
- To maintain a first aid rota and ensure relevant staff are adequately trained.
- To operate and manage the online first aid and accident reporting systems.

General Responsibilities

- To display a willingness to work outside of normal office hours if required.
- Be aware of, and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Develop constructive relationships and communicate with other agencies / professionals
- Share expertise and skills with others
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Holidays to be taken throughout the year [excluding term time] by prior consultation with the Trust Operations Manager.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility as directed by the Executive Head Teacher, Head Teacher and Operations Manager.