

## CUMBRIA COUNTY COUNCIL

### JOB PROFILE

Post Title: Administration Supervisor

Responsible To: School Business Manager

Grade: 7 (BS7) £27,711 - £28,624

Main Purpose: Assist with the organisation systems within, and supervise the administrative functions of the school.

Contribute to the planning, development and monitoring of support services and management of support staff, including coordination and delegation of relevant activities

#### Principal Accountabilities

##### Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management responsibilities of the administration team
- Liaise between managers/teaching staff and support staff, and hold regular team meetings with managed staff
- Provide assistance for recruitment/induction/appraisal/training/mentoring for other staff

##### Administration

- Take lead role in the development and maintenance of records/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Produce and respond to complex correspondence
- Provide organisational and complex advisory personal support to other staff
- Provide organisational and complex advisory support to the Governing Body
- Manage complex administrative procedures
- Provide assistance to the Exams Officer
- Provide assistance to the Attendance Officer

## Resources

- Manage, co-ordinate and allocate administrative functions within the school
- Be the lead contact for school transport including public and private transport routes and be responsible for all internal bus enquiries
- Be responsible for adequate administration resource throughout the school holiday periods
- Provide assistance in the recruitment of support staff
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in school procurement and assist with securing sponsorship/funding
- Aid the School Business Manager in securing appropriate service contracts and records
- Assist with the management of facilities including premises, lettings and associated income.
- Be responsible for the management of expenditure within an agreed budget including audit of resources.
- Health & Safety management

## General

- Comply with and assist with the development of 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 school
- Develop constructive 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 strengths and areas of expertise and use these to advise and support others

This Job Profile forms part of the Collective Agreement signed between Cumbria County Council, UNISON, GMB and T&GWU on the 30<sup>th</sup> March 2005

**Cumbria County Council  
Person Specification**

***POST TITLE: Administration/Organisation Level 4***

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualification/Training/Competences	NVQ Level 4 or equivalent qualification or experience in relevant discipline  Excellent organisational skills	Evidence of further training in school-based support
Relevant Experience	Several years experience working in office environment at a middle manager level	Experience working in a school-based/education environment
Knowledge	Effective use of specialist ICT packages  Full working knowledge of relevant policies/codes of practice/legislation	
Skills	Ability to organise, manage and motivate other staff  Ability to plan and develop systems  Ability to relate well to children and adults  Work constructively as part of a team, understanding school roles and responsibilities and your own position within these  Ability to self-evaluate learning needs and actively seek learning opportunities	
Special Circumstances	Occasional attendance at meetings outside normal hours	