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CALDEW
SCHOOL

WHERE EVERY STUDENT

IS SUCCESSFUL TODAY

AND PREPARED

FOR TOMORROW.

POST AND APPLICANT INFORMATION.

ADMINISTRATION SUPERVISOR

Salary:	£ 28,598 - £29,540 Grade 7 (BS7) NJC 12-14
Hours:	37 hours per week
Contract Term:	Permanent
Weeks:	Full Year
Start date:	As soon as possible.
Closing date:	Midday Friday 18th September
Interview date:	Wednesday 23rd September

PURPOSE OF THE ROLE:

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.

SAFEGUARDING STATEMENT:

Caldew School is committed to the protection and safety of its pupils and expects all staff and volunteers to share this commitment. An online search will be carried out for shortlisted candidates. The successful applicant will be required to undertake a criminal record check via the DBS. Our safeguarding policy can be found at:

caldew.cumbria.sch.uk/our-school/policies-documents/

EQUAL OPPORTUNITIES STATEMENT:

We are an equal opportunity employer. We want to develop a more diverse workforce and we welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. We are committed to employing disabled people making reasonable adjustments to support applicants when required

APPLICATION PROCESS:

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

Short listed applicants may be screened prior to interview by checking social media. The purpose of

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this is to ascertain if the applicant demonstrates behaviour that is suitable for employment in a school environment. References will be requested prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

JOB DESCRIPTION:

KEY RESPONSIBILITIES:

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
- Aid with 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 administrative support to other staff
- Provide organisational and complex advisory support to the Governing Body
- Manage complex administrative procedures
- Aid the Attendance Officer providing administrative and cover support
- Provide and manage reception cover

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 resources throughout the school holiday periods
- Aid 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

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- 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 differences 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

ORGANISATION

Responsible to: School Business Manager

JOB WORKING CIRCUMSTANCES

Working Conditions – Internal and external working

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
Qualification/Training/ Competences	NVQ Level 3, or equivalent experience or knowledge in the relevant work area. Some experience of supervising staff or work allocation. Knowledge of Health and Safety and related procedures and policies and how they apply to the work area. ICT literate relevant to work area. Thorough working knowledge of relevant software packages. Understanding of financial processes and organisational priorities. Good interpersonal skills including tact.	First Aid qualification.

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	Understanding of how to deal with customers to required standards of service. Full working knowledge of processes, procedures and systems within area of operation. Knowledge of service provided in own area and service-specific guidelines. Understand how effectively to investigate records and data to answer queries.	
Leadership (self and team)	Organising and co-ordinating the work of employees. Implementing some Human Resources procedures in the area, including performance and attendance management and appraisal and assisting with discipline and recruitment. Planning work for self and staff being supervised. Day-to-day supervision of staff. Monitoring and allocating workload within team. Monitoring performance on a day-to-day basis Supervising, developing and motivating a team. Contributing to team planning.	Previous experience in a school environment in a supervisory role.
Making Things Happen	Planning and leading projects in own work area. Consolidating and reporting various sources of relevant information to inform others. Using interpretation to make recommendations for action. Ensuring service delivery is in line with relevant legislation and meets the schools policies and procedures.	High level of service delivery.
Service Improvement and Innovation	Making recommendations for improvements. Cooperating with change.	High level of commitment. An understanding of good customer care procedures.

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Managing Resources	Utilising all available operating systems. Operating and maintaining office equipment and other facilities where appropriate. Monitoring supplies and services. Following the school's Health and Safety Policy. Ensuring a high level of data integrity.	
Special Circumstances	Occasional attendance at meetings and events outside normal hours. Fire warden duties.	