

## Role Profile: Administration Manager

### Purpose

To support and enhance the efficiency, organisation, and operational effectiveness of the school administrative function across Downsend Main school and Sixth Form. Management of administrative tasks to allow the Senior Leadership Team and Operations Manager to focus on instructional leadership, student outcomes and staff development. This role reports to the Operations Manager with dotted reporting lines to each Head of School.

### Key Accountabilities

- Manage day to day running of the administrative team, including providing cover in Main reception, in the absence of a receptionist
- Line management of the administrative team – delegating tasks, monitoring performance and providing mentorship
- Coordination of school-wide communication, including emails and newsletters
- Serve as the primary point of contact for parents ensuring high standards of customer service
- Management of all school events (working with Heads PA, SLT and rest of the administrative team). This includes, where required, assistance with setting up and/ or attending to support the smooth running of an event
- Oversight of the school calendar
- Ensure all administrative functions comply with safeguarding, data protection, and other statutory requirements.
- Provide support to the senior leadership team with diary management and meeting coordination
- Assist the Operations Manager with planning and implementation of projects, processes and new systems.
- School Data Protection Coordinator
- To comply with any reasonable request from the line manager to undertake work of a

### Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Resilience, flexibility and the ability to work under pressure</li> <li>• Highly organised</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Willingness to take on further training as required</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Warden training</li> <li>• Safeguarding training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Some supervisory or managerial experience</li> <li>• Sound knowledge of pupil database systems</li> <li>• Knowledge of IT systems, software packages</li> <li>• Experience in managing calendars, diaries and events</li> <li>• Experience in setting and working towards targets and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of some budget management</li> <li>• Experience of line managing others.</li> <li>• Experience of using ISAMs</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To treat all matters relating to students, staff and parents as confidential</li> <li>• Willingness to be flexible with working hours to respond to the needs of the school</li> </ul>	

## Key Stakeholders:

**Internal** – Senior Leadership Team, Administrative Staff

**External** – Parents, Visitors, Cognita School Support Centre

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....