

<b>ADMIN 4</b> To be responsible for effective whole school administration, financial, human resource and organisational systems, with considerable independence being accountable for actions. Responsibility for managing resources within a budget, having a lead role in the marketing/promotion of the school, securing sponsorship/funding.	<b>Essential to the role:</b>	<b>Desirable to the role:</b>
<b>Administration</b>		
To take a lead role in the planning, development, design, organisation and monitoring of support services and whole school systems, procedures and policies.		Yes
Take lead role in the development and maintenance of manual/computerised record/information systems.	Yes	
Provide detailed analysis and evaluation of data/and produce detailed reports/information as required.	Yes	
Produce and respond to complex correspondence.	Yes	
Manage the administration of the payroll system.	Yes	
Manage financial and human resource administration procedures including complex administrative procedures.	.Yes	
Responsible for the completion and submission of complex internal and external forms and returns.	Yes	

<b>ADMIN 4</b>		
<b>Organisation</b>		
Provide organisational and complex advisory personal support to other staff.	Yes	
Responsible for the co-ordination and organisation of teaching cover as and when necessary.		Yes
Responsible for the organisation of examinations, including liaising with the relevant Examinations Boards and checking examination papers		Yes
To manage and resolve complex telephone and face to face enquiries in accordance with school policies and procedures.		Yes
Responsible for the organisation of school trips, visits by the school nurse, photographer, linked schools, parents etc. including insurance and risk assessments.		Yes
To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc.		Yes
To manage the Headteacher's diary including the arrangement of meetings, appointments etc.		Yes

<b>ADMIN 4</b>		
<b>Resources</b>		
Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.	Yes	
Provide guidance and advice to staff and others on complex issues.		Yes
Manage all financial administration and sign off/close down end of year budget in accordance with the	Yes	

financial regulations.		
Undertake research and obtain information to inform decisions		Yes
Manage facilities including premises, lettings and associated income, building and projects.		
Manage school licences and insurance.		Yes
Take a lead role in marketing and promoting the school.		Yes
Responsible for the management of ICT network.		Yes
Management of Health and Safety in the school.		Yes
Responsible for the negotiation of contracts for large scale purchases and bulk buying contracts in association with other schools as appropriate.	Yes	

<b>ADMIN 4</b>		
<b>Support for the school</b>		
Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.	Yes	
Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.	Yes	
Contribute to the school ethos, aims and development/improvement plan.	Yes	
Work as part of a team, appreciating and supporting the role of other people in the team.	Yes	

Attend and participate in meetings as required.	Yes	
Undertake personal development through training and other learning activities including performance management as required	Yes	

<b>ADMIN 4</b>	<b>Essential</b>	<b>Desirable</b>
Line Management		
To take a lead role in the recruitment of support staff and in managing associated employment procedures.	<b>Yes</b>	
Management responsibility for all support staff including performance management, attendance, training and development.	Yes	
To take a lead role in relation to recruitment and selection and effective induction to all support staff posts.	Yes	
Responsible for the effective communication with all support staff, holding regular team meetings with managed staff.	Yes	
This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.	Yes	