Harrytown Catholic High School

Job Description: Admin Manager

Responsible to: School Business Manager

Key Purpose of the Role

- To lead and manage the school's administrative functions, ensuring efficient, effective and compliant administrative systems across the school.
- To provide operational support in relation to HR administration, compliance, examinations, data management and school communications.
- To ensure the school meets its statutory requirements in relation to safeguarding records, workforce information, training records and census returns.
- The postholder has day-to-day responsibility for maintaining high standards of administration and supporting the effective operation of the school.

Safeguarding

- To uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Key Responsibilities

Administration and Operations

- Lead and manage the day-to-day administrative functions of the school.
- Ensure efficient administrative services are provided to pupils, staff, parents, governors, visitors and external agencies.
- Develop, review and improve administrative systems and processes to ensure effectiveness and efficiency.
- Maintain high standards of confidentiality and data security.
- Maintain accurate filing and record management systems, both electronic and manual.
- Act as a key point of contact for administrative enquiries and ensure appropriate responses and escalation where necessary.
- Maintain positive and professional relationships with all stakeholders.
- Support the School Business Manager in the development of administrative procedures and operational systems.

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Examinations and Assessment Administration

- Awareness of all parts of the administration processes for examinations in school.
- Support the Examinations Officer to ensure compliance with awarding body regulations.
- Support, where appropriate, examination procedures and deadlines.
- Support the planning and coordination of examination periods, as required.
- Work with the Examinations Officer to ensure examination records and documentation are maintained accurately.
- Assist with the implementation of examination-related policies and procedures.

Communications

- Coordinate and quality assure school communications.
- Ensure communications are accurate, professional and timely.
- Support whole-school communication strategies.
- Monitor communication effectiveness and identify opportunities for improvement.

Management Responsibilities

- Support and supervise administrative staff as directed by the School Business Manager.
- Promote high standards of customer service and professionalism.
- Contribute to performance management and staff development processes where appropriate.
- Support training and development initiatives within the administrative team.

Other specific duties:

All Harrytown staff are expected to:

- Promote the vision and ethos of our school.
- Support and contribute to the active safeguarding of our children.
- Work within our policies to ensure a safe environment for all staff, pupils and visitors.
- Ensure equality of opportunity amongst staff, pupils and visitors.

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- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with pupils, parents and colleagues.
- Engage actively in the Catholic life of our school.
- Ensure the confidentiality of all sensitive information.

As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.