

ROCHDALE BOROUGH COUNCIL

SCHOOL: RAISE ROCHDALE PUPIL REFERRAL SERVICE

JOB DESCRIPTION

Job Title:	Administration (Level 4)
Grade:	Grade 5 (SCP) 12-17
Responsible to:	School Business Manager
Responsible for:	N/A
Hours of Duty:	Monday - Friday 7.30AM daily start
Any Special Conditions of Service:	<ul style="list-style-type: none">➤ The Postholder may be required to attend evening and weekend meetings➤ The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.➤ Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.➤ The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<p>Approach the job at all times using the Rochdale values:</p> <ul style="list-style-type: none">➤ Proud➤ Passionate➤ Pioneering and Open <p>Be aware of and apply the Rochdale Values and Behaviours at all times.</p>
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

1. To manage and develop the school's administrative function, with responsibility for finance, personnel management, training and development of staff, and strategic planning to ensure the school makes the best possible use of resources available.
2. To be responsible for the preparation and production of all school records and publications.
3. To be responsible for effective risk management, management of third party service contracts, and obtaining and maintaining necessary licenses and permissions.
4. To be responsible for the line management of administrative staff **(please delete if not applicable)**.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the school.

Responsibility for the production, maintenance and monitoring of budgetary information, as well as cash handling.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To operate general office equipment, ICT systems including hard and software and the orderly storage of stationary and office supplies.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with the Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's Performance Management Framework.

Relationships (Internal and External)

- Internal:**
1. School staff.
 2. Senior managers.
 3. Governors.
 4. Volunteers.
 5. Pupils.
 6. Users of the School.

- External:**
1. Parents/carers.
 2. Staff in other schools and within the LA.
 3. Suppliers of equipment and services.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Council's Equality and Diversity Policy.
2. Be able to render regular and efficient service to undertake the duties of this post.
3. Ensure that the requirements of the School's Financial Values Standards (SFVS) document are adhered to.

PRINCIPAL DUTIES

Finance

1. To prepare for approval by the Headteacher and Governors the school's annual accounts for income and expenditure and to liaise with auditors to finalise the accounts.
2. To prepare, agree and monitor school budgets, providing regular management reports for budget holders and to report on the financial position of the school to Governors.
3. To use financial management information and benchmarking tools to identify areas of relative spend, assess trends, proactively report on areas of concern and directly advise the Senior Leadership Team accordingly.
4. To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting an annual review.
5. To monitor all accounting procedures and resolve any problems, including:
 - a. The ordering, processing and payment of all goods and services provided to the school.
 - b. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
 - c. Maintaining an assets register.
 - d. Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
6. To prepare all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.
7. To maximize income generation, working within the ethos of the school.

8. To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
9. To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school, implementing approved insurances and handling any claims that arise.
10. To be responsible for the arrangements for school facilities including: catering, transport including the minibuses and drivers, the school shop, bookings for school facilities, provision of facilities for additional tuition out of school hours.

Personnel Management

11. To be responsible for ensuring that new staff have DBS certificate, medical clearance and to ensure contracts of employment are issued. To maintain the confidentiality and secure storage of staff records.
12. To provide leadership and guidance for support staff including direct line management responsibility where appropriate for administrative and clerical, financial, technicians, medical, welfare and teaching assistants, premises and maintenance staff, ground staff, cleaners and caterers.
13. To be responsible for the recruitment, performance management, professional development, appraisal and training of all support staff.
14. To co-ordinate all administration in relation to staff records.
15. To seek advice from Schools HR and Governors Team as appropriate on personnel policies and procedures.

Estate Management <Please delete if not relevant>

16. To understand the elements of a comprehensive emergency and recovery plan and operate the elements linked to resource management responsibilities.
17. To implement risk management and loss prevention strategies within the school to reduce insurance costs.
18. To purchase, arrange repairs and maintain all furniture and fittings, in consultation with the Headteacher/ Premises Manager.
19. To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use with particular reference to the local community.
20. To utilise risk assessment tools to establish hazards within the school and implement actions to minimise the associated risks involved.

Whole School Administration

21. To manage the administrative function including the administration of ICT facilities, school reception, reprographics, records and telephones.
22. To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of administration, accounting and records systems, including desk top publishing, acting as System Manager for the administrative computer network.
23. To provide for the preparation and production of all school records and publications.

24. To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
25. To provide advice to the Headteacher and/or Governing Body in respect of administrative issues.
26. To plan and develop administration systems and processes to support the efficient running of the school and make best possible use of resources.
27. To prepare and produce school records and publications, including detailed reports and data.
28. Provide administrative and organisational support to the Governing Board and its committees acting as Clerk to Governors as the School Based Committee Clerk.

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and inputting to the development/improvement plan.
2. To 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 (as named in the policy concerned).
3. To participate in training and other learning activities and performance development as required.
4. To attend and participate actively in meetings as required.
5. To appreciate and support the role of other professionals.
6. To recognise own strengths and areas of expertise and use these to support and advise others.
7. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____