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## **Moss Hall Schools Federation Role Profile:**

<b>Service:</b>	<b>Moss Hall Schools Federation</b>
<b>Location:</b>	<b>Moss Hall Infant and Moss Hall Junior Schools</b>
<b>Job Title:</b>	<b>School Administration – Level Four</b>
<b>Grade:</b>	<b>G</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Headteacher/Deputy Headteacher/School Business Manager</b>

### **1. Purpose of Job:**

To manage the administrative within the schools

### **2. Key accountabilities/duties/responsibilities:**

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

- Manage the administrative function within the school
- Plan, develop, organise and monitor systems and procedures
- Undertake analysis and interpretation of data and produce detailed reports and complex information
- Provide operational day to day support and advice to senior staff, the Governing Body and others, including presenting with options/suggestions
- Responsible for the completion and submission of forms, returns including those to outside agencies
- Produce and respond to correspondence for self and others
- Operate school information management systems
- Supervise/manage administrative staff and organise work in these functions



- Manage and be responsible for monitoring service contracts, school licences and insurance
- Assist with marketing and promotion of the school
- May organise meetings and take notes/minutes, such as Governors meeting, School Leadership Team meetings
- May manage lettings and use of premises for use by outside organisations and local community
- May deal with and resolve complaints relating to administrative procedures and processes

### **3. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

### **4. Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by the line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

### **5. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.



**PERSON SPECIFICATION:**

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**About You:**

We are looking for an experienced, skilled and conscientious individual to work across our friendly and vibrant Federation and specifically within our schools administration team. The role will be based in the Junior office.

You should be a proven team leader, who is resilient and confident in decision making, who can identify and deliver efficiencies whilst keeping our school values at the forefront of your thinking. You will be able to work under pressure, possess an eye for detail, be able to train and develop staff in your team and be able to motivate others.

Our Governors and Executive Head have a vision to ensure our schools are beautifully kept, safe and secure places for our children and staff to learn and work. As such the Federation Office Manager has a very important and integral role in working with our Leadership team, Federation Business manager, Admin team, Teachers, Pupils, Parents and a small Site team to deliver this vision.

At **Moss Hall Schools Federation**, our aim is for every child to thrive. We value kindness and hard work so that we all make a positive difference in our school and community. You will be joining a federation of 2 schools, Moss Hall Infant and Moss Hall Junior Schools who serve our inclusive and diverse West Finchley community.

We are excited to be offering this new role to lead and coordinate all administrative functions and ensure the smooth running of our Infant and Junior, two school federations. You will work closely with the leadership team to ensure a high performance, professional service for staff, our pupils and their families.



### **Knowledge, training and experience**

- Educated to NVQ level 4, HND or foundation degree level and/or equivalent knowledge and experience in specialist area
- Working at or towards relevant Business and Administration national occupational standards that underpin qualifications at level 4 or equivalent knowledge and experience
- Significant office experience in a senior administrative role
- Knowledge and understanding of Data Protection, Safeguarding and confidentiality issues
- Knowledge and understanding of internal and external guidelines and statutory requirements
- Deep and broad knowledge and understanding of the school, school policies and procedures, and services to resolve queries and problems
- Thorough knowledge and understanding of appropriate specialised systems and administrative procedures
- Supervisory experience
- Able to use office equipment, such as photocopiers, printers, fax and laminators · Proficient user of MS Office software and/or in-house software



## Skills

### **Planning, organising and controlling skills**

- Work within the school policies and procedures organise, plan, allocate as required and deliver work that is usually completed in the short term
- Manage the administrative function for the school for example providing support, advice and guidance on administrative issues to senior staff, governing body and others, developing and maintaining recording and information systems, operating bespoke school information management systems
- Plan for and organise school trips/visits and events
- Contribute to the short term plans of the school
- Supervision/management of other staff

### **Communication and influencing skills**

- Provide advice, guidance and support on a range of non-teaching issues to Head Teacher, teachers, other school employees, Governors, pupils, parents and other members of the community
- Build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided
- Establish and maintain effective and constructive relationships with pupils, parents and carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communications
- May undertake reception duties including dealing with visitors as required, using courtesy, tact and diplomacy
- Supervise/manage others by using diplomacy, sensitivity and empathy



**Initiative and Innovation skills**

- Work within internal and external guideline, statutory requirements, school policies and procedures using initiative to prioritise tasks and organise own and others workload
- Innovative skills for developing, planning and managing administrative function within the school
- Deal with problems independently and seeking advice from Head Teacher/Deputy Head Teacher/School Business Manager/Office Manager as necessary

**Supplementary Information Form:**

<b>Post Title</b>	<b>School Administration – Level Four</b>
<b>Service Area</b>	<b>Moss Hall Infant and Moss Hall Junior Schools</b>
<b>Job Ref Number</b>	For office use : JE0448 Schools Administration Level 4
<b>Budget management accountability</b>	Please describe the accountability for managing budgets and their value, if applicable  No direct budget responsibility but may monitor the school cost centres
<b>Staff management accountability</b>	Please describe the accountability for managing or supervising employees or equivalent, if applicable  Supervision/management of admin team



<b>Physical effort</b>	<p>Please describe any physical effort associated with the job that is over and above normal office requirements</p> <p>Normal office requirements including taking delivery and storing of stock and consumables as required</p>
<b>Working environment</b>	<p>Please describe any adverse working conditions associated with the job that are over and above normal office environments, including abuse and aggression from the public.</p> <p>The job is based in an office environment within a school or other learning establishment which are pleasant work environments</p> <p>Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in.</p>

Line Manager	Head of Service
Print	Print
Sign	Sign
Date	Date