Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

ROLE PROFILE FORM

Section A

Role profile ref:	02129
Department/Section:	Education (Schools)
Role Title:	Administration Manager (Generic)
Reports To - (Supervisor/manager's role title) :	Headteacher
Role Purpose: (why the role exists)	To develop, direct and coordinate an administrative team in providing a full range of administrative services to fulfil organisational business requirements, and take an active role in developing strategy and operations for the overall business need

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).
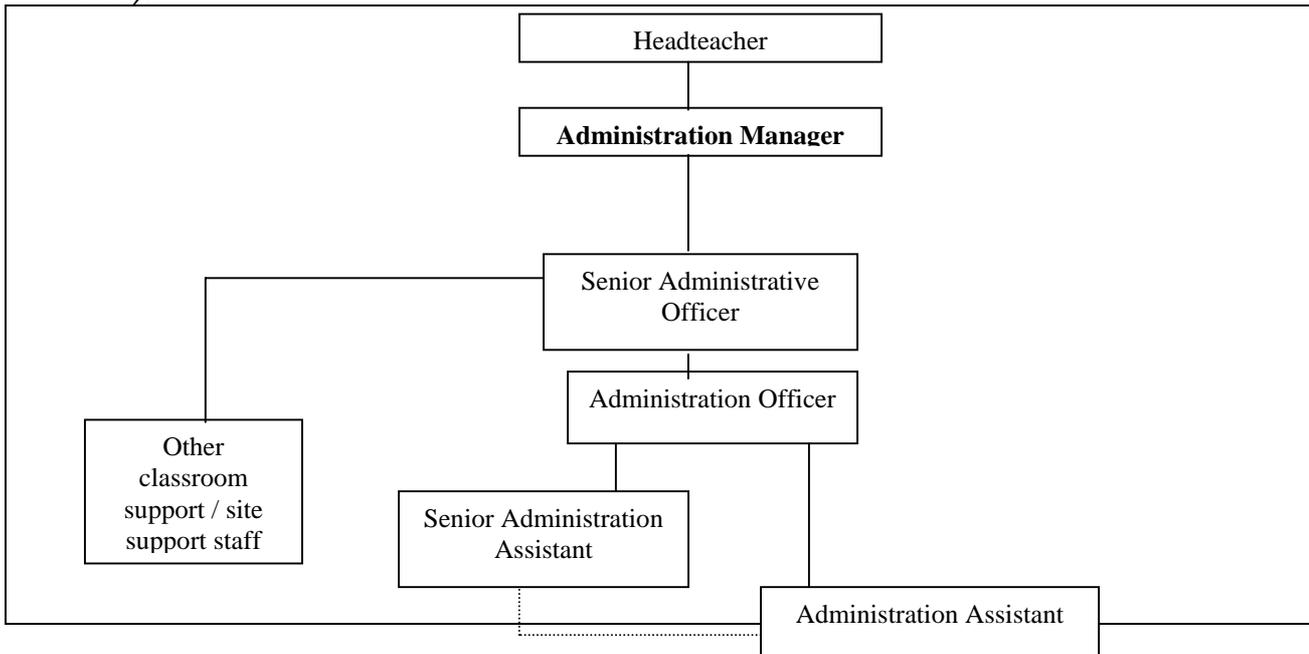
ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Customer Service	- Develop and maintain an extensive range of customer/colleague contacts to develop and improve services and use of resources - Regular contact at senior level throughout HCC to achieve resolution of complex problems and develop partnership working	10
Administration / Finance Support	- Ensure practices meet statutory and LEA requirements - Advise on allocation of budget - Develop and maintain an up to date manual of financial procedures - Advise on allocation of budget - Prepare annual accounting information - investigate cost saving and income generation - Member of senior management team, attending meetings of the governing body	60
Staff Management and Teamwork	- Overall management of the team with particular emphasis on the training and development of staff. - Promote links between support and teaching staff	20
Welfare	Oversee the provision of welfare support and first aid to pupils in the school	5
Corporate and statutory initiatives - equalities/health and safety/e-government/ sustainability	- Manage staffing, buildings, ICT system and equipment, vehicles to achieve uninterrupted service - Be responsible for risk assessments and managing health and safety to ensure safe working practices and environment for all site personnel and visitors - Maintain an awareness of corporate and departmental policies and procedures and as team leader ensure these are applied in the workplace e.g. ensuring	5 5

Section D -The key decision making areas in the role

- spending up to the delegated authority
- allocation of physical resources i.e. space/accommodation, furniture, equipment,
- allocation of responsibility to support staff
- prioritising use of time, systems, equipment and money
- managing the processing of income and expenditure
- analysis of reports and achievement of Best Value, including income sourcing, taking initiative on cost-cutting and fund raising
- purchase and deployment of administrative IT equipment i.e. what is needed within the school and where it should be placed
- effective use of Information Technology
- effective deployment of staff

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

- £2M and above school budget – contribute to the management of the school budget as a member of the Senior Management Team
- £7K and above – directly responsible to Headteacher but would be expected to draw up a draft budget in consultation with the HT and draw up a 3 – 5 year financial projection,
- 75 plus staff, 700 plus pupils – Direct responsibility for support staff , but liaison with other staff e.g. Heads of Dept's and other budget holders re finance, all staff re Health and Safety issues
- £60K plus - management of ICT assets – direct responsibility for the management of the IT admin system, liaison with EDIT or other supplier over maintenance etc.
- Building area of school/number of buildings e.g.16 acre site, 9,000 square metres floor area, spread over 8 buildings

Section F - The main contacts – external/internal customer contacts and purpose

- Support staff, governors, parents. Pupils and other schools, on a daily basis
- Own Team (frequent – to manage team and share information with team)
- HCC departments – Property Services, Finance, IT, Personnel (regular – to achieve resolution of problems/service improvements and to develop partnership working)
- Contracts and suppliers (frequent – agreeing on site work arrangements/briefing re problem to be resolved/service or system usage required)
- Other users Community - liaison with, Community Manager where applicable over lettings, energy costs, cleaning etc., and the public and the Site Manager/Caretaker costings and lettings

Section G - Working conditions – environment, and physical effort or strain.

- Predominately office based job, but does include visiting all areas of the school during the course of the week
- Some evening working
- Potentially some lone working

04.08.06

HAMPSHIRE COUNTY COUNCIL

Section H - Context/additional information

- 52 week post – 37 hours per week contracted post- always/regularly works above this

- Most direction from the HT, but expected to be proactive and use initiative, some delegated responsibility in responding to requests from the LEA,

- Environment is largely regulated but may act flexibly and creatively to reflect the needs of the school, some delegated responsibilities given with the authority to act on these., ability to use budgets and prioritise on specific priorities

- In some cases can be Clerk to the Governing Body, within remit of particular post

PROGRESSION IN ROLE

Section I - Entry: Necessary role-related knowledge, skills and experience at selection

- Experience of successfully managing, leading and developing relevant administrative/ financial functions, including sound budget control and advice

- Normally a formal business qualification or equivalent

Section J – Initial induction/training required to become effective in the role

Estimated time to become operationally effective

- 6 - 12 months

- May demonstrate progress towards AAT (Association Accounting Technician) or some other financial qualification

- Knowledge of school and County procedures, Governor guidance, financial regulations

- Demonstrating improved presentation skill

04.08.06

Section K – Operationally effective: How would effectiveness in role be demonstrated?

- Efficient budget operation
- Timely reports
- Motivated staff
- Good internal communications
- Able to exercise initiative beyond entry level
- Maintaining facilities for delivery of uninterrupted education
- Outcome of audit or other specialist visit
- Feedback from OFSTED
- Lack of Health and Safety Issues

Section L - Adding value: What characteristics will the advanced role holder demonstrate?

- Ensuring cost effective and timely delivery of contracts
- Taking initiative on cost-cutting and fund-raising
- Effective deployment of IT equipment and staff
- Promoting proactive links between support staff and teaching staff
- Ability to prioritise
- Discretion and integrity