

Admin Manager - Job Description

The School Admin Manager plays a vital role in supporting our work. You will lead the strategy and daily operation of our business functions, including finance, HR, health and safety, compliance and administration. Working closely with the headteacher and leadership team, you will ensure our systems run efficiently so that teaching and learning remain our central focus. Your expertise will contribute to strategic planning and help us maintain a well-managed, supportive and forward-thinking school environment. We are very proud of our school community and would be delighted to welcome you for a visit. We hope you will enjoy the opportunity to play a key role in our continued success.

Leadership and Strategy

Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.

- As a member of the senior leadership team, attend leadership team meetings and report to governors where appropriate, helping to implement school-wide changes and allocate resources in line with the school improvement plan.
- Working with the senior leadership team, put policies and procedures in place and communicate them to staff.
- Keep all decisions in line with the vision and values of the school and encourage others to do the same.
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus and communications with current and prospective parents.

Financial management and fundraising

- Prepare and manage the school's annual and 3-year budget; undertake monthly forecasting and report on budget performance to the Headteacher and Governing Body.
- Work with Senior Leaders to ensure effective and accountable spending of the pupil premium and sports funding
- Ensure robust financial controls, including accounting procedures, reconciliations, data returns and audit compliance.
- Submit all financial returns to HCC and maintain financial records.
- Manage procurement, contracts and service agreements, ensuring value for money and compliance with financial regulations.
- Manage credit card and bank reconciliations, high-needs and in-year funding and staff cost reconciliations.
- Find and apply for grants.

Health and Safety

- Line-manage the Site Manager to ensure robust planning and delivery of site maintenance, building development and project management.
- Support the Site Manager with contracts, tenders, site work and insurance arrangements.
- Ensure compliance with health and safety legislation, risk assessments and emergency procedures.
- To work alongside the Site Manager to monitor site security, fire safety and facility-related policies and procedures.

Be a named first Aider in our school.

Human Resources

- Oversee HR functions, including recruitment, onboarding, compliance checks, payroll coordination and absence management.
 - Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with Hampshire County Council guidance.
 - Advise on HR issues within school and liaise with the external HR provider as appropriate. · Lead on staff appraisals for the office and premises team.
- Maintain accurate HR records and ensure compliance with employment legislation.

Compliance

Manage the school's compliance with statutory obligations and advise others on the relevant legal, regulatory and ethical requirements. · Monitor and update the Single Central Register and carry out DBS checks for all staff and volunteers. · Maintain up-to-date registers (assets, contracts, procurement) and ensure appropriate service level agreements are in place. · Liaise with WSCC finance and audit teams to support compliance and accountability.

Administration

- Line-manage the office team to ensure effective support systems and processes are in place.
- Oversee the use and management of SIMS and produce the school Census.
- Be responsible for obtaining the necessary license and permissions and ensuring their relevance and timeliness.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Work with the admin team to provide administrative support for the headteacher, teaching staff and governing body.
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issue.
- Support training, mentoring and development for staff as required.

Contracts and Lettings

- Manage the school meals contract and relationship with the school meals provider, ensuring quality and value for money.
- Manage the cleaning contract and relationship with the provider, ensuring quality and value for money.
- Manage the IT support contract and relationship with the provider, ensuring quality and value for money.
- Oversee the school's lettings function, ensuring it is well-managed, incomegenerating and compliant.

Other areas of responsibility

- Be part of the school safeguarding team with particular responsibility for safer recruiting. · Contribute to the wider life of the school and respond where appropriate to support pupils, parents and staff - as is expected across the SLT.
- Manage the IT network and support provider, including upgrades, liaising with the Computing coordinator.

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

We are seeking a skilled and motivated Admin Manager to join the team at Shamblehurst and play a crucial role in our strategic and operational leadership. You will need to be passionate about working in a school environment is motivated to achieve the very best for the Shamblehurst Community.

The successful candidate will have proven experience in administration and be able to run a well-organised office. Experience of working in a school environment is desirable but not essential. They will need to have a professional attitude and be an excellent communicator. The successful candidate will take the lead responsibility for finance, health and safety, compliance, human resources, premises and administration as part of an office team. They will need to be able to work under pressure, meet deadlines and use their initiative. They will be able to demonstrate competence in budgeting, accounts management, reporting and staff pay. We are looking to recruit someone who has wide ranging organisational and people skills, including patience, tact, efficiency, flexibility, confidentiality - with a sense of humour thrown in !

Key Responsibilities Include:

- Strategic leadership of financial and resource management
- Budget planning, monitoring and financial reporting
- Oversight of HR, recruitment, payroll and staff compliance
- Line management of administrative and site staff
- Support in the management of premises, health & safety, contracts, and site development
- Compliance with statutory regulations and reporting requirements
- Oversight of catering and lettings functions
- Manage 'The Nest' our wrap around care.
- First Aid

A full list of key responsibilities is available in the attached job description.

We can offer you

- The chance to have a real impact on the school's continuing journey
- The opportunity to work in a welcoming atmosphere and a supportive environment with a friendly team
- A committed team of staff and Governors who are highly supportive of each other
- A strong admin support team and site manager.
- The opportunity to meet and work with fantastic children on a day-to-day basis.