



Job Description: Administration Manager

Reports to:	The Bursar
Start date:	As soon as possible
Salary:	£27,300 starting salary
Contracted hours:	Full-time, 40 hours per week, 52 weeks p.a with 20 days leave plus bank holidays

Job Description:

The Role

Reporting to the Bursar, the purpose of this post is to manage the administrative function of the school, including: Front of house, admissions and Human Resources. The Administration manager operates, maintains and develops the administrative procedures and systems of the school in co-operation with the Bursar, College of Teachers and Trustees.

HR

- Responsible for all HR administrative matters relating to all staff including:
 - Responsible for the maintenance of confidential staff records and the Single Central Record
 - Responsible for the adherence to Safeguarding Children and Safer Recruitment in Education guidelines
 - Responsible for issuing the offer of employment letter and contracts of employment
 - Co-ordination of assessments and appraisal for all staff.
 - Following up and reporting on the implementation of professional development plans

Admissions

- Responsible for the school admission procedures and line management of the admissions co-ordinator.
- Overall responsibility for ensuring receiving, processing and following-up enquiries and applications from the parents of prospective students

Pupils

- Responsible for the maintenance of pupil records including SEN records.
- Responsible for attendance records and absence monitoring for pupils
- Liaises with Home Office when necessary

Other

- Ensures the school adheres to all the necessary regulatory requirements
- In co-operation with the Education Co-Ordinator, ensures the update of school policies on an annual basis.
- Acts as System Manager for the administrative computer network
- Ensures that a fortnightly school newsletter (flier) is published
- Assists with the marketing direction of the school
- Attends weekly meetings as well as pre or post term workdays and other meetings essential to the service the school provides
- Acts as correspondent for the DfE, including for the records and returns required
- Responsible for liaising with outside agencies i.e.: Steiner Waldorf Schools Fellowship, Social Services, LA, Ofsted, DfE
- First point of contact for matters of an administrative nature which may arise on a day to day basis
- Primary first aider.



- Oversight of email communications to the school including concerns and complaints
- Educational Visits Coordinator with responsibility for review and approval of associated risk assessments
- Member of the Finance, Diversity and Health and Safety Groups
- Meets with the Leadership Group weekly and contributes to strategic development of the school.

Person Specification

Qualification Criteria

- Right to work in the UK
- Professional HR qualification desirable
- Safer Recruitment training desirable
- Working knowledge of SIMS essential
- Steiner background/ qualification preferable

Experience

- Experience of working in a fast-pace school environment at a senior level essential
- Has received training or is willing to undergo Child Protection training
- Has received training or is willing to undergo the safer recruitment training
- Has a good understanding of policies and procedures and ensures the day to day adherence of Statutory obligations (e.g. Health & Safety)
- Ability to interpret advice/statute and to devise policy/practice in the light of these.
- Ability to demonstrate a sound awareness of DfE guidelines and statutes
- Experience of managing and leading a team
- Good knowledge of Steiner Education and Waldorf principles
- Strong IT skills particularly MS Word and Excel
- High level of competency in literacy, numeracy and analytical skills

Personal Characteristics

- Committed to the development of St Paul's Steiner School
- Committed to continuing professional development through conferences, study and INSET days
- Strong interpersonal and team skills
- Ability to prioritise workload and manage or oversee several tasks on a daily basis.
- Good time management skills
- Strong leadership skills with ability to motivate staff and engender an industrious attitude.
- Ability to demonstrate flexibility, self-motivation and professionalism
- Excellent communicator. Strong oral and written communication skills with ability to communicate effectively and with empathy; including the ability to deal effectively with families in the school.
- Ability to work with integrity, resilience, self-motivation and initiative.
- Able to work positively under pressure, prioritise workload and meet deadlines.
- Ability to demonstrate sound judgment and decision-making ability.

Other

- Will need to be able to commit to occasional work outside of school hours
- Willingness to attend training courses and seminars which many occasionally be at a weekend
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- This post is subject to an enhanced DBS check.

This job description is subject to change as the need may arise.



ST Paul's STEINER SCHOOL

"Receive the children with reverence,
educate them with love,
relinquish them in freedom"

St Pauls Steiner School is committed to safeguarding and promoting the welfare of children and young people in our school. In order to meet this responsibility, we follow a rigorous selection process details of which can be provided on request. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.