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**Job description: Education Administration Manager**

**Responsible to:** AssistantPrincipal (Head of School)

#### Salary scale: TDA39

**Job Purpose**

* Manage and coordinate Education Administrative processes
* Manage and coordinate the Admissions and EHCP reviews process across the Academy
* Senior Administrative support to Head of School and Head of College
* Management of coordination reception and wider front of house duties (Including communication to parents, room booking etc)

**Key duties**

**1. Management and Coordination (2 days per week)**

* Management and Coordination of the following staff: Admissions Officer, Receptionist, Education Support Administrator, Timetabling and Exams officer.
* Quality Assurance, Oversight, support, and coordination of the following workflows: Admissions, Annual Reviews, Reception, School and College Administration, IEPs (individual education plans), ITPs (individual therapy plans), SPT (student progress tracker), EHCP (education health care plan) entitlement tracker, timetables, placement plans
* Budget holder for relevant areas
* People management processes relating to team development, performance and appraisal
* Support in coordination and delegation of other operational tasks required of the team in supporting education

**2. Senior Administrative support to Head of School and College (2 days per week)**

* Senior Administrative Support to the Education Leadership Team
* Support in the coordination of lesson observation processes / learning walk planning for the Education Leadership Team
* Organising meetings and minute taking/producing minutes
* Parent and Carer event coordination (e.g. parent progress meetings)
* Quality assurance of the attendance processes, ensuring required paperwork is completed, and AIO (attendance improvement officers) meetings
* Setting up and maintaining accurate records for Education (e.g. new student folder management and ensuring compliance with academy duties)
* Proof reading end of term reports, newsletters, and general comms to parents/carers
* Working alongside Executive Assistant

**3. Additional duties (1 day per week)**

* Coordination of rotas for lunch cover for school and college in collaboration with the learning support manager
* Support for Care senior leadership team (Care administration, Annual Shift Rota, QA)
* Additional duties as per SLT instruction

**Key duties and responsibilities overview**

* Member of Middle Leadership Team (MLT) and part of Education Leadership Team
* Management of the Academy Reception team
* Quality assurance of the annual review processes
* Manage and quality assure all education and wider administration, ensuring records meet audit requirements
* Oversee the recruitment and initial assessment process for new students, liaising with external professionals, partners, parents and colleagues as required
* Oversee the administration of recording of all students’ case notes are in line with Academy policy and those of relevant professional bodies
* Ensure the safety and security of the Reception/Admin office area and key information relevant to staff and students in line with GDPR regulations
* Oversee the Academy Reception to ensure a professional environment is maintained
* Lead the review of all education administration process and improving their effectiveness and efficiency, including systems and databases
* Managing the statutory permissions processes from Parents/Carers
* Manage the Reception/Administration budget, including being responsible for petty cash, pocket money, fundraising donations and general charity collection transactions, approving stationary orders for the Academy
* Liaise with the Senior Leadership Team (SLT) and other Academy colleagues to ensure that their administrative support needs are met
* Maintain a good working knowledge of the systems and roles that each team member carries out in order to provide effective support to the team and provide cover when necessary
* To support the Care Leadership Team with administrative duties
* Petty Cash Administration
* Support in the development and maintenance of an effective quality assurance system for residential care.
* Maintain accurate records demonstrating all aspects of the residential care we provide.
* Manage Academy communications for Parents/Carers.

**Other Duties**

* Be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or might come into contact with) in accordance with the Academy’s Child Protection Policy & Procedures
* Attend any internal or external meetings as required
* Be responsible for Health and Safety of self and others (in accordance with the Academy’s Health & Safety Policy)
* Provide cover in other areas where required
* Carry out any other appropriate duties requested by the Principal, your Line Manager and/or the SLT

**The above list is indicative and not exhaustive. The Education Administration Manager is expected to carry out all such additional duties as are reasonably commensurate with the role.**



**Person Specification:**

**Education Administration Manager**

**Source of Evidence:**

AF = Application form

In = Interview

PT = Interview Presentation

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| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Source of Evidence** |
| **QUALIFICATIONS**  |  |  |  |
| Good general education to at least 5 GCSE grade A-C including English (or equivalent qualification)  | X |  | AF/PT |
| Qualification in secretarial or administrative work to at least level 3  |  | X |  |
| Ability to use BSL at Level 2 or equivalent or a commitment to gain the qualification  |  | X | AF |
| Good knowledge of Microsoft Office, particularly Word, Excel and Access | X |  | AF |
| **KNOWLEDGE**  |  |  |  |
| Knowledge of residential care and experience of working within this sector. |  | X | AF |
| Knowledge of IT including use of e-mail, the internet and keeping electronic records  | X |  | AF/In |
| Understand GDPR requirements and able adhere to them | X |  | AF |
| **EXPERIENCE**  |  |  |  |
| Proven experience of managing a successful and productive team | X |  | AF/In |
| Proven ability to carry out appraisals and manage performance | X |  | AF |
| Providing training and support to colleagues | X |  | AF |
| Operating administration systems both paper based and electronic | X |  | AF |
| Experience of introducing, using and updating administrative systems and processes which are fit for purpose | X |  | AF |
| Experience of servicing meetings, including distributing accurate minutes | X |  | AF |
| Experience of working with external professionals such as local authorities and social workers.  | X |  | AF/IN |
| Ability to effectively deploy staff and other resources to deliver required outcomes to add value | X |  | AF |
| Strong organisational skills, including planning, recording and monitoring  | X |  | In |
| Experience of promoting new ideas and managing change |  | X | AF/PT/In |
| Experience and a commitment to Safeguarding best practice  | X |  | AF/In |
| Working in the education sector | X |  | AF |
| Administration related to Special Educational Needs (SEN) |  | X | AF |
| **SKILLS AND ATTRIBUTES** |  |  |  |
| Ability to delegate and supervise work | X |  | AF |
| Ability to organise, lead and motivate | X |  | AF |
| Confident decision maker | X |  | AF |
| Excellent project management skills  | X |  | AF |
| Able to plan and prioritise workloads, often with conflicting demands to ensure deadlines are met | X |  | AF |
| Good analytical skills in the area of information management and use of data | X |  | AF |
| Ability to handle sensitive and confidential information  | X |  | AF |
| Excellent literacy skills with ability to write letters and short reports  | X |  | AF |
| Outstanding inter-personal skills with the ability to work effectively with others  | X |  | AF |
| Ability to use own initiative appropriately  | X |  | AF |
| Experience of working with Deaf people and/or with students with special educational needs |  | X | AF |
| Positively represent the Deaf Academy in all internal and external settings | X |  |  |
| Ability to use ICT to support and to increase the Academy's efficiency and effectiveness | X |  | AF/In |
| Ability to tailor service to meet the needs of individual students  | X |  |  |
| The ability to inspire and motivate staff and students to high levels of achievement | X |  | AF/In |
| Understanding of equality legislation  |  | X | In |
| Ability to analyse and evaluate performance of self and others and make decisions about future improvement. | X |  | In |
| The ability to manage time demands and ensure deadlines and priorities are met | X |  |  |
| **PERSONAL QUALITIES** |  |  |  |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people | X |  |  |
| Attention to detail and a strong commitment to first class internal and external customer care | X |  |  |
| Competence with problem solving | X |  |  |
| Cope well in a high-pressured role whilst being decisive | X |  |  |