



Job Description

Kings' Education

Job Title: Administration Manager

Department: Operations

Reports to: Head of Operations

Job Scope

All duties to include the line management of roles reporting in to the Administration Manager. Support for the academic team as outlined in this description and day to day activities to support Head of Operations.

Job Responsibilities

- To attend weekly whole school meetings to contribute to the planning for the week ahead
- To lead and chair weekly meetings with direct reports
- To provide regular operational updates to school leadership teams as appropriate
- To manage the performance management and appraisal process for each direct report within their structure, including setting targets and managing performance against these targets
- To quality assure all areas of service delivery within role scope to ensure an outstanding level of service
- To attend and support weekly admissions meetings at each of the 3 Kings' schools
- To role model the aims and values of Kings'
- To co-ordinate school events by having a presence at the event and utilising their team to organise administrative tasks for such events
- To lead on the quality control of the aesthetic standard of all public facing areas, including liaising with cleaning staff, premises staff and ensuring the Kings' brand is reinforced through all communications
- To actively support the leadership of each school
- To link with Premises Officers as key personnel in the Fire Procedures
- To attend whole school operational meetings
- To develop a schedule of works for all operational areas to ensure an outstanding standard of delivery is achieved
- To co-ordinate the availability of the school's drivers
- To monitor and review the operational performance and standard of the school nurses in conjunction with the School Doctor
- To ensure that the front of office staff are updated on all school policies and training for customer service skills
- To work to hours agreed with the Operations Manager. It is understood that these may vary according to school events and requirements at various times in the year.
- To support staff recruitment and induction
- To support the Operations Manager in the daily effective running of school operations

General Accountabilities

Supervisory Responsibility

Receptionists, Drivers, Reprographics, Librarian / Resource Centre staff

Financial Responsibility

Petty Cash / Reception float

Working Conditions

Office space and PC

Job Competencies

Education and Experience

Education: To at least 6th Form level

Experience: Desirable Team Leadership experience, preferably in school setting

Knowledge, Skills and Abilities

Knowledge:

- Competent in ICT
- Awareness of school administration processes

Skills:

- Strong verbal and written communication skills in English
- People Management experience
- Excellent Communication Skills
- Organisation Skills

Personal Traits

A self starter with the ability to work as part of a team as well as taking the lead for the team. A positive and proactive person with the ability to innovate with new ideas. A confident and reliable member of the team.

JD Issuance

Prepared by:	Reviewed by:	Approved by:	Received by:
Head of Operations (Sept 2017)	HR Manager (Sept 2017)	Director of Education (Sept 2017)	(Date)