 JOB DESCRIPTION

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| Job Title: Office Team Leader | | | Reports to: School Business Manager |
| Salary: Grade 7 Min. TTO + 3 wks  Max. 52 Weeks | | | Based: Fulford School |
| 1. | MAIN PURPOSE OF JOB  To undertake a full range of administrative support services, with a minimum of supervision. To supervise a team of staff and to have specific areas of responsibility for which the postholder will be accountable. | | |
| 2. | CORE RESPONSIBILITIES, TASKS & DUTIES: | | |
|  | i. | To be responsible for a full range of administrative functions, some of a more complex nature and to monitor and develop existing processes and procedures. | |
|  | ii. | To manage more than one group of staff that carry out differing tasks in the same kind of work e.g. admin in large office. To manage the teams workload, allocating work to others within the team and ensuring competing demands are reconciled. | |
|  | iii. | Support Headteacher and other senior staff with HR admin and to recruit and select school admin staff. | |
|  | iv. | Taking bookings / hiring out facilities this may include supporting extended school activities alongside School Business Manager. | |
|  | v. | Manages a budget area on a day to day basis, maintaining in-house finance systems. Benchmarking to establish best value. | |
|  | vi. | Support the strategic development of the school as required. | |
|  | vii. | Data analysis and production of complex reports and complex returns e.g. DfES, LA. Take responsibility for completing / submitting complex returns e.g. DfES, LA. | |
|  | viii. | Participates in discussions / decision making on all school management issues including financial implications. | |
|  | ix. | To produce standard and individual letters, documents and reports, sometimes of a more complex nature, within set guidelines and prescribed timescales. May be required to deal with and respond to complaints. | |
|  | X. | May be required to be involved in tendering processes. | |
|  | xi. | Take lead responsibility for whole school specialist administrative function. | |
|  | xii. | Take on delegated responsibilities including being first point of contact for the Headteacher. May organise Headteacher's diary according to priorities and deadlines. | |
|  | xiii. | May manage service contracts. | |
|  | xiv. | Take lead role in planning, developing & designing systems, policies & procedures. | |
|  | XV. | To undertake special projects / assignments relating to administration under the direction of a more senior officer. | |
| 3. | SUPERVISION / MANAGEMENT OF PEOPLE  Supervising/managing a group of people working within the same area of work e.g. admin/finance  No. Reporting - Direct: Usually up to 5 staff | | |

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| 4. | CREATIVITY & INNOVATION  Subject to minimal supervision, established procedures, practices and routines, where these exist.  Will be required to deal with complex problems.  The postholder will follow documented school procedures and interpret legal guidelines. The postholder uses initiative in proposing changes to working practices and/or processes for own and departments work.  Continually assessing work improving systems as necessary. Ability to give advice and seek information from pupils / parents  Publicise and market the school through the media and internet, build business partnerships. |
| 5. | CONTACTS & RELATIONSHIPS  SLT, team leaders on a regular basis to give and receive information, a confident, calm and  firm manner may be required.  All staff, pupils, parents, and Governors.  Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.  Other outside agencies (Police, health services etc). |
| 6. | DECISIONS - discretion & consequences  Management / prioritisation of own workload and of that of others, delegating work as appropriate.  Negotiation, problem solving, giving advice and seeking information.  Working without close supervision and dealing with issues which will not be subject to  established procedures, practices and routines.  Use judgement to design, develop and implement modification / variations to processes and  working arrangements, to improve the quality of the work of the team.  Uses discretion when responding to enquiries so as not to commit any breaches of  confidentiality.  Responsibility for the recruitment and selection of other school admin staff.  The role the jobholder undertakes can have a significant effect on the staff morale and  efficiency of the operation of the department and the service it provides. |
| 7. | RESOURCES - financial & equipment  (Not budget, and not including desktop equipment.)  Description (Value)  Normal office equipment, responsible for the budget for the admin office |

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| 8 | WORK ENVIRONMENT - work demands, physical demands, working conditions & work context  Work Demands  E Elements of job predictable others unpredictable. Required to work to deadlines set by external organisations or LA.  Physical Demands,  This role is largely office bound but sometimes involves moving around the school premises.  Working Conditions  No unpleasant working conditions. Normal office environment.  Work Context  There may be a risk of abuse from some pupils / parents and a risk from contagious  Illnesses. |
| 9 | KNOWLEDGE & SKILLS  Computer literacy, numerate, typing/secretarial skills  A good understanding of a number of routine administrative work procedures and always seeks to improve existing practices.  Knowledge of a range of computer software packages including finance systems. Ability to work under pressure to deadlines. Knowledge of Health and Safety issues Ability to input, understand and present data. Excellent communication skills at all levels.  Requires persuasive, influencing skills for dealing with staff, governors, and external contractors  Ability to supervise, train and induct staff and prioritise their work. Ability to give clear, accurate advice. Understanding of SEN and child protection issues. A pro-active record of CPD. |

10. Position of Job in Organisation Structure