



WOODBIDGE HIGH SCHOOL

Administrative Services Manager

Line Manager: Deputy Headteacher

Scale: LBR7

Working Pattern:

- Full Time
- 42.5 hours in term time
- 7.30am to 4.30pm with 30-minute lunch break

Job Description

Purpose

To lead, coordinate, deploy, and quality assure the school's administrative services, including general admin, reception, and reprographics. To be responsible for the development and efficient operation of all administrative systems, ensuring a high-quality and effective support service for the whole school.

Duties and Responsibilities

Line Management & Strategy

1. Lead, manage, and deploy the school's administrative team, including Receptionists, Admin Assistants, and the Reprographics Technician.
2. Line manage the Student Services Manager and have oversight of Student Services provision.
3. Line manage the cover supervisors.
4. Act as the appraisal reviewer for administrative services staff, providing support, setting objectives, and managing development.
5. Plan and delegate work schedules, ensuring the admin and reprographics team are aware of impending work projects, deadlines, and priorities.
6. Support and advise the Leadership Group concerning the regular review and development of all administrative systems.

Regular & Daily Tasks

7. Responsible for the day-to-day running of the administrative offices and reprographics room.
8. Manage the daily process for arranging staff cover, including liaising with supply agencies.
9. Oversee the administration of the SIMS behaviour and detention systems, including generating reports and communication to staff and parents.
10. Ensure the timely management of the school email inbox, delegating or responding as appropriate.
11. Manage the administration of the ParentPay system in partnership with the Finance Department.
12. Manage the operation of the school switchboard and telephone system.
13. Oversee the management of all internal/external post and deliveries.
14. Ensure student registers are updated as required.

Seasonal & Annual Tasks

15. Coordinate and manage all administrative support for Parents' Evenings.
16. Coordinate and manage all administrative support for Achievement Evenings.
17. Manage and maintain the school's central inventory.
18. Coordinate and record annual DSE (Display Screen Equipment) assessments for staff.
19. Prepare and collate staff induction packs for new starters.

Ad-hoc Tasks

20. Ensure regular and timely communications with the school bus service.
21. Coordinate the process for new staff/student photos and the production of ID cards.
22. Responsible for the ordering and monitoring of the office supplies budget and resources.
23. Provide administrative cover for the Attendance Officer when required.
24. Delegate tasks to the cover supervisors when not undertaking cover lessons.
25. Support with the maintenance of the Single Central Record (SCR) for external staff.
26. Oversee the management the school's meeting room booking system.

Generic Duties

- Ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
- Undertake the necessary training/development required in order to keep up to date with developments as identified through appraisal
- Perform other such duties of a similar nature as from time to time may be required, responding flexibly and positively to the school's needs.

Person Specification: Administrative Services Manager

Essential Education and Qualifications

1. Level 2/GCSE qualifications in English and Maths
2. Willingness to undertake appropriate professional development and training.

Essential key skills, abilities, knowledge, experience, values and behaviours

3. Experience and competence in using school information management systems.
4. Experience in developing and implementing administrative systems and procedures.
5. Communication, literacy, and interpersonal skills, with the ability to liaise with staff, students, parents, and external agencies.
6. Organisational and time-management skills, with the ability to prioritise a heavy workload, manage multiple projects, and meet deadlines.
7. Ability to use technology as part of the role including Outlook, Excel, Word, PowerPoint.
8. Ability to work strategically, solve problems, and use initiative to deal with situations as they arise.
9. Attention to detail.
10. Understanding of safeguarding and confidentiality in a school environment.
11. Ability to lead a team while also being an effective team member.
12. Ability to work flexibly and be receptive to new ideas and change.
13. Commitment to promoting and communicating a positive image of the school.
14. Ability to remain calm and resilient under pressure.

Desirable key skills, abilities, knowledge, experience, values and behaviours

15. A relevant qualification in business administration or management.
16. First aid qualification (or willingness to train)
17. Experience in managing a busy administrative team, preferably in a school or educational setting.
18. Experience in managing budgets and procurement.
19. Ability to lead, manage, and motivate a team.