




JOB DESCRIPTION

	<h2 style="text-align: right;">JOB DESCRIPTION</h2>
Mercia Learning Trust	The Mercia Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
Phase	Primary
Post Title	School Manager
Grade	5 (18.5 hrs/41wks)
Responsible to	Headteacher
Responsible for	Support Staff as defined in staffing structure (not finance)
Holiday and Sickness Cover	See staffing structure
Purpose of Job	<ol style="list-style-type: none"> 1. Provide support to the HT/DHT including acting as their personal assistant. 2. Be responsible for organising and supervising quality administrative HR systems within the school. Contribute to the planning, development and monitoring of support services and management of support staff, including co-ordination and delegation of relevant activities. 3. Development and monitoring of Support services in consultation with the Headteacher and Chair of Governors
Relevant Qualifications and Experience	NVQ Level 4 Or Equivalent Qualification Or Experience In Relevant Discipline (Managing HR) Excellent Numeracy/Literacy Skills

JOB DESCRIPTION FOR POST OF: School Manager

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Mercia Learning Trust and Mercia Policies and within the framework of relevant statutes that apply to Academies with particular reference to the statutory responsibilities of the Trust and each school's individual governing body.

MAIN DUTIES AND RESPONSIBILITIES

Organisation

1. To organise and monitor school HR systems/procedures.
2. To line manage school office, premises and front of house staff. This will include managing support staff issues as appropriate such as:
 - a. Liaison between managers/teaching staff and support staff
 - b. Holding regular team meetings with managed staff
 - c. Undertaking a lead role in managing the recruitment processes for all school staff
 - d. Playing a role in the induction/appraisal/training/mentoring for such staff as agreed with the headteacher, including maintaining the SCR.

Administration

3. To take the lead role in the development and maintenance of all school policies and record/information systems, including pupil and nursery admissions (inc. confirmation of allocated places to parent/guardian).
4. To provide detailed analysis and evaluation of data/ and produce detailed reports/information as required by the leadership team and/or the governing body. To liaise with the IT provider to ensure systems are fit for purpose.
5. Administration of trips in accordance with Mercia Procedures.
6. To produce, and respond to, complex correspondence related to the postholder's areas of work.
7. To manage complex administrative procedures.
8. To be responsible for the completion and submission of returns, including the school census and school workforce census.
9. To oversee and input data from staff on a half termly basis including management of Pupil Progress Tracker and submit all data returns as required
10. To produce data reports using the Pupil Progress Tracker as required by leadership and/or governors.
11. To manage the administration of staff employment contracts including liaison with HR provider.

12. To manage cover arrangements for absent staff including the arrangement of supply cover and managing work allocation for cover/insurance claims and absence monitoring/return to work interviews.
13. To act as confidential personal assistant to the headteacher and deputy headteacher, providing secretarial/clerical support, taking minutes, dealing with their correspondence, appointments and diary.
14. Maintenance and update of school website.

Resources

15. Following agreement with the headteacher to be responsible for the selection and management of resources, including management of expenditure within an agreed budget and regular audit of resources.
16. To undertake research and obtain information to inform leadership team and governing body decisions.
17. To take a lead role in procurement and securing sponsorship and new sources of funding for the school, including uniform supplier.
18. To manage service contracts.
19. To manage school licences.
20. To manage facilities including premises, lettings and associated income, building and projects.
21. To be responsible for ensuring that planning and premise quotations and other services are instigated and completed by liaising with the suppliers and informing the Headteacher.

Responsibilities

22. To comply with and assist with the communication of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
23. To be aware of and ensure equal opportunities for all.
24. To contribute to the overall ethos/work/aims of the school.
25. To develop constructive relationships and communicate with other agencies/professionals.
26. To share expertise and skills with others.
27. To participate in training and other learning activities and performance development as required.
28. To recognise own strengths and areas of expertise and use these to advise and support others.
29. To administer First aid in line with appropriate training.

To undertake any other duties and responsibilities appropriate to the grade and role following discussion and agreement between the headteacher and postholder
All the above duties and responsibilities to be carried out in accordance with Mercia Learning Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

