



**St Aloysius' College**

Ref No. MJW03

<b>Job Title</b>	Junior School Administration Manager
<b>Reporting to</b>	Head Master
<b>Line Manager</b>	Head Master

**Job Purpose**

To coordinate the smooth running of all administrative matters related to the Junior School and to provide and lead on secretarial and administrative assistance for the Junior School Leadership Team

**Main Duties and Responsibilities**

1. PA to the Junior School Deputes

To fulfil the role of Personal Assistant to the Deputes of the Junior School by minuting meetings, organising diary commitments and all other recognised duties of such a role.

Liaison with external and internal stakeholders

2. Leadership of the Administration team in the Junior School

The post holder will be the most senior member of the JS administration team and as such will be expected to co-ordinate and, when required, allocate work.

Line management of a number of administrative colleagues and working with HR if there are any causes for concern.

Working with PE/Music departments in respect of shared engagements and commitments

Close working with admin staff in all areas of the College to ensure a seamless service

3. Secretarial/Administrative Duties

\_\_\_ Drafting correspondence and liaising with Head and Deputes over this

To plan all administrative information to be available for the start of term for staff, pupils and parents

To provide general secretarial and administrative support to the leadership of the Junior School. This encompasses all normal secretarial tasks. The post holder is also expected to purchase on behalf of the year groups, in accordance with the current College policy on ordering.

The post holder is required to keep a record of staff absence details and forward to the relevant members of staff within the School. Tracking absence in conjunction with HR and contacting colleagues to provide supply as well as overseeing timesheets.

Responding to parental emails and other queries on a timeous and appropriate fashion.

Production of the weekly Friday dates for the diary and ad hoc emails to parents and others connected with the school.

#### 4. Database and ICT

The post holder will be responsible for the input and/or interrogation of data in respect of all school systems. This includes but is not limited to the school MIS system, or any other applicable software package related to management of pupil, parent data or staff. Updating of the database and setting up of the pupil based 'schoolology' codes is a key part of the role.

Production of interim and end of term reports including gradebook

Creation of parents' evening within storm cloud

Liaising with WCBS over database matters

Gathering information and data on attendees for school clubs

#### 5. Reception Duties

The reception area of the Junior School is covered from 8.00 am – 5 pm each day. It will be the responsibility of the post holder to ensure that this is arranged within the existing staffing complement of 3. This will include the post holder covering 3.30-5.00pm and at other times as required. The reception is the first point of contact for pupils, parents, staff and external visitors to the Junior School.

#### 6. Other Duties

The post holder is expected to be a team player within the whole school Administration Team. This will include providing cover for areas other than Junior School during lunchtimes, holidays or other absences in public areas and *ad hoc* administrative offices.

### Job Features

#### **Planning and Organising**

The post holder will be expected to plan the work of the team for the year ahead. There is an established calendar of activities and this is the basis for forward planning. The post holder attends the calendar committee, reviewing for clashes and planning the year ahead. There are always in addition, a number of one-off activities which may require the post holder to both plan and organise in conjunction with other areas of the School

Planning for the year ahead with materials, diaries, orders etc ready for the start of each term

**Internal/External Relationships**

External – There will be extensive liaison with parents and visitors to the Junior School.

Internal – the post holder will have a high degree of interaction with the Administrative Team, teaching staff and pupils.

The individual may be the first point of contact for parents/pupils raising a sensitive issue and, therefore, the post holder requires a high level of interpersonal skills, discretion and diplomacy

**Decision Making**

The post is largely task oriented, much of which is subject to externally or internally imposed deadlines and, therefore, the post holder may be expected to make independent decisions within a recognised protocol. As a team leader the post holder will be encouraged and expected to use their initiative.

**Problem Solving**

The majority of problem solving would relate to prioritisation of workload, allocation of resources and adherence to deadlines

**Other**

This is a key role within the College and, as such, requires an enthusiastic, highly organised and dedicated individual.

The post holder must have a satisfactory report under the Protection of Vulnerable Groups scheme run by Disclosure Scotland. The costs of obtaining the report and membership will be met by the school.

**Knowledge, Qualifications, Skills and Experience****Candidate Profile**

Essential characteristics are the basic minimum requirements but the ideal candidate will possess the majority of the desirable elements in order to perform the role to the highest level of competency.

**Qualifications**

Essential – A good academic record, educated to a least Higher standard  
Desirable – Educated to degree level or equivalent.

**Experience**

Essential – Demonstrable track record of effective customer relations and communication.  
Essential – Experience in a customer service or sales environment.  
Essential- Experience of using Microsoft Office to a highly proficient level  
Essential- Experience of using a network based Database/Data Management System  
Desirable – Experience of working in an educational environment.  
Desirable – Experience of school-based admissions procedures.

**Knowledge & Understanding**

Essential – Willingness to understand and fully endorse independent education.  
Essential – Awareness and understanding of safeguarding and welfare of children.  
Desirable – Understanding of Sales and Marketing in an independent school context.

**Skills/Abilities/Competencies**

Essential- Quick learner

Essential – Excellent communication and interpersonal skills.  
 Essential – Excellent ICT skills.  
 Essential – Excellent, warm, telephone manner.  
 Essential – Proven excellent planning and organising skills with the ability to multi-task.  
 Essential – Excellent standard of numeracy and literacy.  
 Desirable- The ability to undertake trend analysis

**Disposition and Personal Qualities**

Essential – Reliable, resilient and calm under pressure.  
 Essential – Demonstrable willingness to work beyond the confines of stated tasks and thereby meet/exceed the expectations of prospective families  
 Essential – Able to work equally efficiently and effectively as part of a team or individually.  
 Essential – Outgoing, pro-active and results-driven.  
 Essential – Of smart, professional appearance.  
 Desirable – Able to demonstrate initiative, to think ahead and work flexibly.  
 Desirable – Creative problem-solver able to work under pressure.

**Dimensions**

The post is based within the Junior School campus on Hill Street, Glasgow. The Junior School has some 250 & pupils within a College of c 850 pupils.

**Approved by Job Holder**

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

**Approved by Bursar**

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	