# CORNELIUS VERMUYDEN SCHOOL

## Job Description

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| **Job Title** | Admin Team Leader |
| **Grade** | 2020 Scale 6 Point 12 – 17 |
| **Reports to** | Headteacher & School Business Manager |
| **Responsible for** | Reception and office staff |
| **Liaison with** | School Staff |
| **Job Purpose** | To organise the day to day work of administrative staff in the main office to provide an effective and efficient service to staff, parents, visitors and telephone callers.<br>To assist the Finance Officer. |
| **Duties** | • To ensure that reception, telephones and post are adequately staffed;<br>• To organise, monitor, supervise and review workload in the main office and ensure that it is effectively and appropriately distributed, including anticipating and planning for termly work;<br>• To ensure that office staff carry out their duties efficiently and to a high standard;<br>• To ensure that all student related word processing and other services to teaching staff and departments are dealt with in a timely manner;<br>• To assist in the induction of new admin staff;<br>• To liaise with senior staff members and teaching staff to prioritise work;<br>• To assist office staff with queries and problems arising from their specific responsibilities, e.g. school trips;<br>• To produce correspondence, reports, etc. as required for the senior management team, using various software and modules, and to undertake associated administrative tasks;<br>• To answer general correspondence and to produce relevant documentation<br>• To assist the Headteacher in the event of PA's absence;<br>• To take minutes of internal/external meetings as required;<br>• Other general office and admin duties;<br>• To record and monitor reprographic costings and ensure that they allocated accurately to cost centres;<br>• To monitor postage costs and ensure that they are managed cost-effectively and that the franking machine is maintained effectively;<br>• To assist the Finance Officer by preparation of orders (FMS) income collection, banking, etc;<br>• To assist in the organisation of Music Tuition timetables;<br>• To assist the SBM and departments with research and procurement of goods and services. |
| **General** | • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;<br>• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;<br>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy;<br>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment;<br>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. |