

**BRIGHT FUTURES SCHOOL**

**SYSTEMS AND ADMINISTRATION MANAGER**

**REPORTS TO: HEAD OF DEVELOPMENT/HEAD OF LEARNING**

**HOURS: 8.45am - 3pm (4.45pm on Wednesdays)**

**JOB PURPOSE**

To ensure the efficient and effective administration of the School through the development and operation of computerised and manual business and administrative systems.  
To staff the school's Front Desk, ensuring that everyone coming into the School is appropriately welcomed and processed.

**BUSINESS AND ADMINISTRATIVE SYSTEMS**

Working with Head of Development, Head of Learning and other staff, identify opportunities to develop new and enhanced systems, whether computerised or manual, that will improve efficiency and save time or resources.

Critically review all existing systems and a regular basis to ensure that they remain fit for purpose. Where they require improvement or development, propose and implement appropriate steps.

Train other staff in the most effective use of systems, including where appropriate the creation of training materials.

Work with external system providers to specify the School's needs, assess available solutions and advise the Head of Development on procurement.

Oversee the operation of the School's internet provision, supporting staff in its use, rectifying issues when possible and liaison with service providers as necessary.

**FRONT DESK**

Ensure that everyone coming onto the School site (including staff, pupils, parents, contractors and visitors) is welcomed and checked in appropriately.

Keep the front desk area looking tidy and comfortable, including updating the electronic welcome screen.

Manage the visitor entry management system including the production of information and reports as required.

Maintain duly pupil attendance records.

Organise or assist with fire safety procedures.

Be the point of first contact for the School, dealing with all incoming contact in person, by telephone, letter, email or website contact form. Respond to contacts personally and route to an appropriate person.

Make contact with parents and others as required.

Maintain an electronic School Diary, bringing any potential clashes or issues to the attention of the Head of Learning or Head of Development.

Support staff and pupils with the use of reprographic equipment.

Deal with the wide range of situations that arise in a calm and measured way, referring to others when appropriate.

### **EQUIPMENT, MATERIALS AND PREMISES**

Maintain an inventory and service schedule of all equipment, including IT equipment.

Arrange servicing and repairs as necessary.

Monitor levels of consumable materials and re-order to ensure that things do not run out.

Organise procurement of new equipment as required.

Liaise with Robert Scott & Sons (Landlord) on premises issues, maintenance, repairs etc.

### **PAYROLL AND STAFFING**

Set up and maintain an online system to monitor and record staff sickness and other absences.

Submit details of payroll, sickness, maternity leave etc Kirklees Council, including new starters and leavers.

Deal with matters relating to Teachers' Pension Scheme and National Employment Savings Trust.

Apply for DBS checks and maintain appropriate records.

Deal with the recruitment processing of new staff, including advertising, arranging interviews, ID, references, Single Central Record info

## **GENERAL ADMINISTRATION**

Write up notes of the Daily Briefing and disseminate to staff.

Create agendas for, and take notes as meetings including annual reviews, Friends of Bright Futures School, as requested by Managers.

Organising School events, open days, media opportunities.

Prepare and issue media releases.

Set up and maintain a photographic library.

Update the School website and social media presence, including collating and posting 'Quote Of The Week'.

Generally maintain electronic and physical data and information in an accurate, systematic and readily accessible manner.

## **OTHER RESPONSIBILITIES**

Participate in appropriate training as directed by Managers.

Undertake such other tasks and responsibilities as directed by Managers that are within the Job-holder's capabilities and appropriate to the job.

Abide by GDPR and respect confidentiality in all matters relating to the school