

## JOB DESCRIPTION

<b>Job Title</b>	Administration Manager
<b>Department</b>	Administration
<b>Function</b>	Administration
<b>Reports to (Job Title)</b>	Chief Operating Officer
<b>Location</b>	Rugby

### JOB PURPOSE

The Administration Manager will manage Rugby School Group's administrative support across Rugby School, Bilton Grange and Little Grange Nursery. They will be responsible for providing the delivery of efficient and responsive administrative support to Boarding and Day Houses, academic departments, operational and administration departments, the Leadership Teams and Governors.

This role is responsible for managing the Group's administrative needs, workflows and procedures, providing continuous improvement in administrative management and identifying synergies with the use of technology to create efficiencies.

The Administration Manager will also lead and manage administration personnel within the administration function, and be involved in line management, recruitment, induction, staff development and training as required.

### KEY RESPONSIBILITIES/ACCOUNTABILITIES:

#### Leadership & Team Management

- To lead, manage and motivate the administration team, ensuring clear roles and responsibilities.
- To conduct regular team and one-to-one meetings to promote good communication and productivity.
- To evaluate administrative staff performance on an annual basis to identify opportunities for development and training.
- To support the recruitment process and induct high-quality employees into the administration team as required.

#### Operational Oversight

- To monitor workload across the administration team and coordinate the daily and annual allocation of tasks across the team as required.
- To prioritise the administrative tasks and co-ordinate delivery through the administration team as required.
- To create an annual administrative calendar of cyclical events to support the delivery of annual administrative tasks and communicate these tasks across all three sites.

- To streamline current workflows identifying opportunities to optimise efficiency through improved / redesigned processes, systems and templates.
- To ensure consistency of delivery of administrative support within the Group.
- To support individual PAs in providing administrative support to the Senior Leadership Team and/or Governors as required.

#### Resource Management

- To be responsible for the management of the administrative budget, including staffing costs and procurement. Seek to identify and implement opportunities for cost reduction and improved productivity.

#### Compliance & Record Keeping

- To ensure that the administrative processes and procedures comply with relevant policies and regulations.
- To ensure that administration practices are compliant with GDPR and the Group's policies on data management.

#### Support School Leadership

- To build credible, lasting relationships with the key stakeholders to understand departmental priorities and ensure delivery of these.

#### Other

- To undertake other such reasonable duties that are commensurate with the seniority of the role.

#### Safeguarding

- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

### **RELATIONSHIPS**

Internal	All departments: Senior Leadership Teams, teaching staff, operational and administration staff, cleaners, catering staff.
External	Students, current parents, prospective parents, Rugbeians, the public.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<p>IT Proficient (email / outlook / word / excel).</p> <p>Good standard of education.</p>	<p>Project management experience</p> <p>Administrative Management Qualification</p> <p>Other Management Qualification</p> <p>Relevant professional membership e.g. IAM</p>	<p>Production of the Applicant's certificates.</p> <p>Discussion at interview.</p> <p>Independent verification of qualifications.</p>
<b>Skills &amp; Experience</b>	<p>Management experience.</p> <p>Experience of managing large teams across multi-site locations</p> <p>Experience of working in an office setting, ideally within education.</p> <p>Understanding of office management processes.</p> <p>Strong communicator with a talent for operating across different levels.</p> <p>Proven organisational skills and ability to maintain these methods for others to follow.</p> <p>Ability to multi-task, prioritising workloads whilst supporting others.</p> <p>Ability to manage budgets</p> <p>Ability to be confidential.</p>	<p>Strategic planning abilities.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
<b>Knowledge</b>	<p>Database knowledge.</p> <p>Strong familiarity with Microsoft Office Suite.</p>	<p>Educational knowledge preferred but not essential.</p> <p>iTrent</p> <p>iSAMS</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>

<p><b>Personal competencies and qualities</b></p>	<p>Being courteous and helpful at all times.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>		<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
<p><b>Disposition</b></p>	<p>Work as a member of a team.</p> <p>Lead and manage a highly productive team.</p> <p>Well organised, flexible and able to work to deadlines.</p> <p>High level of accuracy and attention to detail.</p> <p>Ability to use initiative and be self-motivated.</p> <p>Be able to keep calm under pressure.</p>		<p>Contents of application form.</p> <p>Interview.</p> <p>Professional references.</p>