

Holy Family Catholic School and Sixth Form

Job Description:	Administrative Manager
Responsible to:	School Business Director
Salary:	(Pts 16 - 21) pro rata £30,835 - £33,201
Hours:	36 per week (term time plus 1 week)

Overview

The postholder will be responsible for overseeing and managing the school's administrative functions to ensure the efficient, effective and compliant operation of the school. Working closely with the Headteacher, senior leaders and the Business Director, the role provides high-quality administrative, organisational and management support that underpins the smooth running of all school activities.

The role involves line management of the administrative team, oversight of robust systems, processes and procedures, and responsibility for key areas including office management, student attendance and records, admissions and enrolment, other school admin responsibilities and statutory compliance.

The postholder will ensure a professional, welcoming and well-organised front office environment, foster positive relationships with students, parents, staff and visitors, and contribute to the school's vision, ethos and values.

Through strong sound methodical management, attention to detail and effective communication, the postholder will support whole-school priorities, safeguard student welfare, and ensure that administrative services consistently meet high standards while remaining responsive to the needs of the school community.

Main Responsibilities

- To be responsible for the efficient and effective running of the school's administrative functions, including the delegation and oversight of tasks across the admin team.
- To ensure a consistently high standard of administrative and management support that enables the smooth operation of all school activities.
- To lead, organise and assure robust administrative systems, processes and procedures across the school.
- To work closely with senior leaders to allocate administrative tasks appropriately and support whole-school priorities.
- To provide effective administrative support in relation to Health & Safety, GDPR and compliance.
- To support HR record-keeping, including confidential secretarial and administrative support.
- To support the HR function of the school and the Business Director with HR administration as required.
- To assist with statutory returns and ensure administrative compliance with regulatory requirements.
- To ensure the smooth running of school administrative functions as directed by the line manager & the Headteacher

Office Management

- To be responsible for the efficient and effective running of the school's administrative functions, including the delegation and oversight of tasks across the admin team.
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- To support HR record-keeping, including confidential secretarial and administrative support.
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Student Attendance and Records

- Monitor and manage daily student attendance, ensuring accuracy and timely follow-up.
- Maintain accurate and up-to-date student records on the MIS, including enrolment, attendance and personal details.
- Generate reports from the MIS to support leadership decision-making (e.g. attendance and enrolment data).
- Follow up on student absences and communicate appropriately with parents and carers.

Admissions and Enrolment

- Coordinate student admissions, transfers and withdrawals in line with school procedures.
- Guide parents and students through the admissions and enrolment process.
- Maintain accurate, well-organised admissions records and documentation.
- Support induction and orientation processes for new students.

Student Events and Activities

- Coordinate administrative arrangements for student events, assemblies, orientations and extracurricular activities.
- Support school events such as Open Evenings, Enrolment Days and Parents' Evenings and other events
- Provide administrative support for student engagement initiatives and enrichment activities.

Other

- Assist with the administration of facilities and the use of school premises.
- Support financial and administrative procedures as required.
- Assist with bulk photocopying, reprographics, displays and posting when necessary.
- Provide administrative and organisational support as directed by the Business Director.
- Send GDPR training to new starters
- Provide regular GDPR updates to staff and reminders
- Log and monitor daily staff absence and maintain accurate absence records.
- Support absence management processes, including return-to-work documentation and sick certification.
- Ensure staffroom facilities are well maintained.
Coordinate GDPR audits, spot checks and annual shredding in line with retention schedules.
Support the Business Director with GDPR compliance and reporting.
- Maintain effective communication with parents, students and staff regarding attendance, events and administration.
- Draft and distribute school communications, notices and circulars as required.
- Provide timely and accurate updates to senior leadership on administrative matters.
- Act as a designated Display Screen Equipment (DSE) assessor and carry out assessments for staff.
- Support feedback and reviews following first aid, fire or lockdown procedures.
- Maintain first aid supplies, ensuring stock is in date and appropriately replenished.
- Coordinate staff training for first aid, fire warden and evacuation chair requirements.
Maintain and update first aider and fire warden lists and communicate changes to staff.
- Act in accordance with Equal Opportunities, Safeguarding, Health & Safety and Data Protection policies.
- Contribute to a caring, safe, positive and stimulating environment for all students.
- Support offsite trips and visits, with training provided where required.

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- Prioritise student welfare and safeguarding at all times.
- Work collaboratively with partner schools and external agencies.
- Attend training days and demonstrate a commitment to ongoing professional development.
- Maintain effective, positive and professional relationships with colleagues.
- Carry out any other duties appropriate to the level of responsibility, as directed by the Headteacher, or Deputy Heads and Business Director or senior leaders.

This job description is not exclusive or exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken has not been identified. The post holder may be required to undertake duties, which are broadly in line with the above responsibilities

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher and Business Director to ensure the efficient and effective operation of school

Postholder's signature_____

Date_____

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Person Specification Administrative Manager

	Essential	Desirable
Qualifications and Professional Development		
A.	A good standard of education, including GCSEs (or equivalent) in English and Mathematics at Grade C / 4 or above.	A recognised qualification in business administration, office management, HR administration or leadership/management.
B.	A relevant administrative, business support or office management qualification, or equivalent demonstrable experience.	
C.	Experience of professional development within an education or public sector environment.	Line management or supervisory training.
D.	Evidence of ongoing professional development relevant to administration, office management or school operations. Commitment to undertaking further training as required, including safeguarding, GDPR and Health & Safety.	Formal training or certification in GDPR / data protection. Health & Safety or First Aid qualification (or willingness to train).
Previous Experience		
A.	Experience in school administration, front office, student services, or HR administration.	Working knowledge of secondary school related ICT systems & services
B.	Evidence of continuing professional development to update your skills.	
C.	Excellent ICT skills. A good standard of literacy and numeracy. Sound knowledge about secondary school operations, attendance, admissions, student events, MIS record-keeping, and HR administration	Specialist training specific software platforms.
D.		
Knowledge, Skills and Attributes		
A.	Ability to work under pressure and deal with conflicting demands	Proficiency with MIS or student management systems
B.	Excellent problem-solving skills	Mail merge, Excel, Invenry, Google, LGFL, Office365
C.	Ability to action plan and evaluate the impact of change	Experience of gathering and responding to end-user feedback.
D.	Approachable and friendly with excellent interpersonal skills	Successful experience of leading team and line managing staff
E.	Excellent organisational skills and the ability to work independently with minimum supervision	Pleasant and approachable personality
F.	A willingness to be adaptable and work flexibly in accordance with the needs of the service	Sense of humour, drive and enthusiasm
G.	Ability to keep up to date with the latest School regulations relevant to the working environment	Lead by example
H.	Integrity and the ability to maintain confidentiality of information	