



Job Description

Position	School Administration Manager
Location	Jack and Jill School, 20 First Cross Road, Twickenham, TW2 5QA
Reporting To	Principal
Hours	1000-1800 Monday to Friday (52 weeks per year)
Contract Type	Permanent

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas' in its latest inspection.

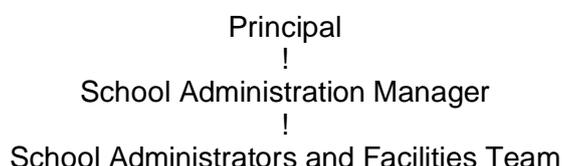
It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart



Purpose of Role

The School Administration Manager is responsible for providing professional management of the administration and facilities functions to enhance their effectiveness in supporting the high standards required at the schools.

The job holder will promote the highest standards of business ethos within the administrative function of the schools and strategically ensure the most effective use of resources in support of the schools' learning objectives.

The job holder will provide efficient administrative support to the Family of Schools to ensure the efficient operation of the school administration throughout the year.

Job Content

This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

1. Operational

- To organise and manage administrative and facilities staff to ensure the efficient operation of these aspects of the business.
- Provide accurate and timely administration support for all school functions.
- Provide first point of contact for visitors, prospective parents, current parents and pupils.
- Manage office systems and procedures, ensuring compliant with internal policies and best practice, streamlining processes to improve efficiency.
- Manage the School's Management Information System, ensuring up-to-date, liaising with parents to ensure all entries are completed and on time
- Ensure pupil IT accounts are implemented in good time and for a variety of applications.
- Monitor pupil absence, including completing any statutory returns. Prepare reports as required.
- Manage the registration and de-registration process and ensure new pupils are registered and de-reregistered promptly in accordance with statutory requirements.
- Support the HR Manager with HR administration including recruitment administration, overseeing staffing levels and ensuring cover and reporting of staff absences.
- First point of contact for premises issues to ensure safety of the site. Be the point of contact for any emergencies and liaise with the appropriate emergency services and parents.
- Work with colleagues in the Jack & Jill Family of Schools on tasks and projects which pertain to all three schools in the Family.

2. Leadership

- To lead the administrative and facilities staff to ensure high quality service to all at the schools and secure continual improvement. Have regular meetings with direct reports and participate in their appraisals.

SAFEGUARDING

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the School's Safeguarding Policy.

OTHER DUTIES

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the school.

Person Specification

Attributes	
Qualifications	<ul style="list-style-type: none">• Ideally educated to degree level
Skills	<ul style="list-style-type: none">• At least three years' experience in office management/administration including HR administration• An educational background is desired but not compulsory• Line management experience preferable• Highly organised, ability to work independently, be able to prioritise, problem solve, and manage workload to meet deadlines• Excellent interpersonal skills and confidence to communicate effectively with colleagues and prospective parents• Excellent written communication skills, able to compose correspondence fluently and with accuracy• Excellent ICT skills including experience of working with school MIS systems• Self-starter and flexible with the ability to drive change and make processes more streamlined, efficient and robust
Vision	<ul style="list-style-type: none">• Evidence of experience in improving processes within a commercial setting
Behaviour	<ul style="list-style-type: none">• Demonstrates high standards of personal integrity, loyalty, discretion and professionalism• A calm and authoritative manner with a visible presence around the school• Strong teamwork skills, willing and able to collaborate• Polite, courteous and respectful to colleagues and members of the public• Ability to maintain confidentiality• Knowledge and commitment to data security and protection
Safeguarding	<ul style="list-style-type: none">• Commitment to safeguarding and welfare of all stakeholders

Application Process

To apply, please complete application form that can be found on the School's website and send to HR@jackandjillschool.org.uk.

Closing date 24 October 2021

If suitable candidates apply prior to the closing date, the School reserves the right to start the recruitment process early.