

London Steiner School  
9 WEIR ROAD, BALHAM  
LONDON SW12 0LT  
Charity no. 289801

Telephone: 020 8772 3504  
Contact: Désirée Ickerodt  
email address: [finance@londonsteinerschool.org](mailto:finance@londonsteinerschool.org)

### London Steiner School – School Manager Job Description

Job Title:	School Administration Manager
Appointed by:	Board of Trustees
Reports to:	Board of Trustees
Position:	25 hours per week flexi-time Must be able to work 4-5 days a week - Monday to Friday. Must attend a weekly College of Teachers meeting from 7pm – 8.30pm and a Monthly Finance Meeting from 5.30pm – 7pm
Location:	London Steiner School 9 WEIR ROAD, BALHAM LONDON SW12 0LT
Salary Range:	£17,500 - £21,500 (for the 25 hour week) depending on skills and experience
Type of Contract:	Part time (25 hour week), with a probationary period of six months.
Deadline for applications:	Monday 15th January 2018 Interviews will take place beginning Thursday 18th January 2018

The Administration Manager is a key role in the School Management Team and works closely with the Teachers, Bursar and Board of Trustees. The Administration Manager will be an active member of the College of Teachers and Finance Group - all major decisions regarding the school are

made within these meetings.

The Administration Manager must be good team player, able to work collaboratively with the rest of the school, however they must also have the ability to work and make strategic and operational decisions independently (and have sound judgment on when this is required).

The Administration Manager will be experienced at working at senior level and will be prepared to lead, inspire and challenge. They will be well versed in setting clear boundaries and delegating to members of the staff.

A strong managerial, administrative background is required, and you must be able to understand financial reports.

As the Administrations Manger role is new to the school, to begin with it will involve a large amount of change management, as the school needs to bring many new policies and procedures into place during 2018.

The ability to prioritize and multi-task yet remain positive at all times is essential.

## **KEY RESPONSIBILITIES**

### **Business Management**

- Work at management level to lead, inspire and challenge
- Attend the weekly College of Teachers Meeting (normally 7pm – 8.30pm) where you will update on the Administration functions of the school, and ensure that all Administration actions are progressed from this meeting in a timely manner
- Collaborate on the development of the School's Business Plan in line with key objectives and the school's ethos
- Take overall responsibility for the business functions of the school.

### **Administration and Admissions**

- Line manage the members of the administration team
- Prioritise, perform or delegate administrative and admissions tasks, as appropriate
- Ensure that all enquires are responded to and dealt with in a timely manner by the administration team. Initiate systems for monitoring best practice in the area
- Enhance existing systems and implement new ones, where appropriate
- Ensure that all school records (especially those required by SIS and OFSTED) are kept up to date, and be responsible for Data Protection
- Co-ordinate the review of all policies, procedures and handbooks annually

to ensure that they are regularly reviewed and updated in line with current statutory guidance and best practice. Draft new Policies where require.

### **Human Resources**

- Lead and advise on the recruitment of new administration staff and volunteers
- Aid the College of Teachers when need on the recruitment of Teaching Staff
- Work to clearly define each administration staff's role, and where require write new job descriptions
- Ensure that annually performance reviews are carried out for all staff
- Ensure that DBS checks are carried out, inductions are effective and contracts are compliant and in place
- Ensure all volunteers and temporary workers are adequately managed within the workplace.

### **Communications, Marketing and Promotion**

- Ensure that both internal communications and communications with parents and stakeholders present the desired image of the school
- Ensure that the school marketing and external communications meet with school objectives and targets, including those relating to pupil recruitment and retention
- Ensure that the school website and newsletters are kept up to date and developed. Managing those staff /volunteers who perform these tasks.

### **Finance**

- Assist the Bursar when required in carrying out financial planning, including setting budgets
- Work with the bursar to ensure that the school budgets are adhered to by all, and take appropriate action when they are not
- Attend a monthly Finance Group meeting (normally Tuesdays 5.30pm – 7.30pm)

### **Facilities and Resources**

- Working with the part-time Facilities Advisor ensure that the school building is maintained as fit for purpose.
- Working with the Bursar and Facilities Advisor to ensure that all contracts with outside suppliers and contractors offer best value for money
- Assure the schools assets are put to maximum use by arranging appropriate rental agreements with suitable external parties
- Support the school planning and delivery of events and festivals.

### **Health and Safety**

- Working with the designated Health and Safety officer to ensure compliance with latest legislation, statutory rules and regulations for Health and Safety and Fire Regulations. Ensure that all risk assessments are in place and statutory checks carried out
- Ensure that staff are aware of and comply with the Health & Safety policies and procedures.

### **Legal**

- Ensure that the school meets its statutory obligations, including compliance with SIS and OFSTED and other regulations, where relevant
- Ensure school/ trustees details are kept up to date with The Charity Commission and Companies House.

### **Other**

- Attendance at The Steiner Schools Fellowship Administrative meetings
- Promote positive team working, work co-operatively with other staff members, volunteers and Trustees in delivery of an excellent educational service
- Support the school complaints coordinator and meet with parents when necessary to resolve issues and queries
- Foster goodwill amongst The Parent Community and provide information and support where necessary.

This Job Description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by the Trustees.

## School Manager - Person Specification

This section details the knowledge, skills and experience required for the role.

<b>ESSENTIAL SKILLS</b>	<b>DESIRED SKILLS</b>
<b>Knowledge</b>	
Awareness of and enthusiasm for Steiner/Waldorf Education	Knowledge of current school standards, policies, procedures and practice e.g. safeguarding, SEND.
	Familiarity with Current Health and Safety regulations and requirements
	Understanding of current business and financial policy, procedures and practice.
	Human Resources knowledge or experience
<b>Qualifications and Skills</b>	
Excellent interpersonal and communication skills, in person, verbal, written and listening.	Skills in marketing and publicity or web editing
Excellent organisational skills with the ability to prioritise tasks and work under pressure	Degree or similar level of qualification and/or experience
Management accounting basic understanding	Health and Safety training or qualification
Business planning expertise	
Ability to present information and data clearly and effectively	
Computer literate and able to use all normal office software adeptly – with excellent Word and Excel	Experience with database systems and PowerPoint
<b>Experience</b>	
Previous experience in a senior administrative, management or similar role	Experience of working in a school or similar educational environment
	Experience of writing reports, policies and procedures
Experience of working with computerised systems.	Experience of change management

<b>Attributes</b>	
Ability to work as part of a team, collaboratively and independently.	
Discretion, patience, tact and respect for confidentiality.	
Initiative and self-motivation.	
Emotional intelligence and ability to connect with people	
Flexible and positive attitude to change	

Other information:

Candidates that reach the interview phase will be required to give a 10 minute presentation on “School Data Protection in 2018” as part of their interview.

London Steiner School is an Equal Opportunities and Safe Recruitment employer. We do not discriminate on the grounds of race, age, disability, sex, marital status, sexuality, ethnicity, religion or any other grounds upon which discrimination can occur as defined in law. All employees will be vetted for suitability to work with children and young people, and all appointments will be subject to the following:

- Satisfactory DBS check
- Satisfactory references
- Proof of essential qualifications
- Proof of eligibility to work in the UK