

Job Title	Reports to	Tenure
Head of Administration & Planning	Head Teacher	2 Years

Role Overview

To provide leadership and management of the school's volunteer workforce. The Head of Administration and Planning is responsible for the school's administrative, reception and back-office functions. Work will be generated by the school management team, parent enquiries and external bodies to the school. This role requires working with all members of the school.

Key Responsibilities

- Work in partnership with the Board of Trustees on a regular basis to fulfil the goals of the school and society.
- Commitment to attend school and associated events/activities for at least 90% of the academic year.
- Lead the planning, design, organisation and monitoring of support systems, procedures and policies.
- Liaise with the Head of Admissions and Records in the development and maintenance of the school's records and information systems including information handbooks and timetables.
- Working directly with the Volunteers Coordinator and responsible to the school management team for sports days and school excursions.
- Manage the school's contracts with external providers of services and equipment including liaising with Southwood school.
- With the volunteer's coordinator resolve complaints/queries from parents and teachers within the school's complaints procedures, how the complaint should be handled and by whom and ensure that the complaint is resolved.
- Recommend actions to management based on school policy changes.

Knowledge

- Be aware of and support difference, ensure that the school's equality and diversity policies are followed.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.
- Experience of presenting information and summary reports internally and externally.
- Effective leadership.
- Management/Team Leading experience (desirable).

Key Skills

- Excellent proficiency in English language, both written and spoken.
- Experience of working in an office environment.
- Excellent numeracy and literacy skills.
- Ability to organise, lead and motivate staff.
- Good interpersonal skills.
- Providing leadership at all levels of the school.
- Planning, prioritising, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Ability to collaborate as a member of a team.
- Proficiency using standard Office software applications.